



EcoPeace Internship Manual

Dear Internship Candidate,

Thank you for your interest in EcoPeace Middle East. We look forward to you joining our tri-lateral team to assist us in our cooperative efforts to protect our region's shared natural heritage.

All of the relevant background information about EcoPeace and our projects is available on our website at www.ecopeaceme.org. Please familiarize yourself with all of our projects and recent publications prior to the beginning of your internship to expedite your integration into our project activities.

EcoPeace's internship program targets highly motivated young adults at the early stages of their professional development. Interns provide administrative and project support to EcoPeace staff members and at times undertake research projects as part of their academic advancement. Whatever brings you to EcoPeace we are glad to have you on board and look forward to a successful partnership.

This manual aims to assist you in your integration to EcoPeace in our Amman office. Please find enclosed some basic information to assist you in your efforts to get settled in Amman. Once you make your way to the office our staff will be happy to assist you in working out other logistical hurdles you may encounter.

Sincerely,

Eng. Eshak Al-Guza'a
Projects Coordinator
Amman



Transportation

Arrival at Queen Alia International Airport

Once you pick up your luggage you should make your way to Amman. The quickest way is to use the Airport Taxi, and the cheapest way is to take the bus.

Airport Taxi fare is constant and listed at the Taxi booth at the outer gate according to where you intend to go (about 20 JD to downtown Amman).

Amman Inner-City Transportation:

Inside Amman public transportation options include:

1) Buses: Al Mutakamilah Transportation (AutoBus) operates the main bus routes in Amman.

You can purchase a smart card at the bus station, which you can use instead of paying coins (0.40JD) every time, and it can be recharged on “Al Mahata” bus stations. The smart card can be used only within Amman city buses.

You can download the Amman City Bus app that has a comprehensive map of all the bus lines throughout Amman. If you are living in Jabal Amman or Wiebdeh the 427 bus route passes directly by EcoPeace’s office.

2) Careem Taxi and Uber

A very easy way to get a Taxi in Amman, Salt, Irbid and Zarka city by using online Taxi booking. Two main online Taxi booking companies are available 24/7, only you need to download their application on your smart phone by following the links below:

Careem Taxi:

<https://www.careem.com/amman/node>

Uber Taxi:

<https://newsroom.uber.com/jordan/>

3) Private Taxi: The Yellow car. It is advisable to make sure the driver is using the meter, which always should begin at 0.25JD. You will see a lot of them in Amman’s streets. You can get the Yellow Taxi by hailing it on the street.

Inter-city

There are three main types of inter-city public transportation in Amman.

1) Buses: if you are looking to visit the north cities (Irbid, Jarash and Ajloun) then you have to take a bus from the bus station of the northern cities, but if you want to visit the south cities then you have to take a bus from the bus station of southern cities (Aqaba, Karak, Tafela and Ma’an).

2) Private Taxi: it is always easy to get a Taxi in Jordan, but between cities road it will be a little costly.

3) Rental Car: If you are going on an extended trip and have a valid license, renting a car is an option for about 30JD a day plus the cost of petrol.

Reliable Rent-A-Car in Abdoun is one option.



Accommodation

The neighborhoods that are most convenient are Jabal Amman, Wiebdeh and Shemisani area.

If you will be finding housing from abroad, the best way to find an apartment is through Facebook. You can request to join the group forum entitled EXPATS in Amman, where vacancies are posted. There is a lot of turnover in apartments as there are many students and young professionals undertaking internships in Amman.

Communication

You can purchase a local pre-paid sim card for your phone and smart phone in major all providers' shops. The main companies are

Zain: <https://www.jo.zain.com/english/consumer/Pages/default.aspx>

About 13JD for one month, including 4GB of data, messaging and calling

After one month it is 9JD to renew, bring the card they gave you with your SIM card #

Orange: <https://www.orange.jo/en>

Umniah: <https://www.umniah.com/en/>

It is recommended to choose a plan that includes mobile data traffic. This will allow you to use navigation maps that can be very helpful and also being in contact with your family. However, if you choose not to, you can count on Amman Office wi-fi, which is available during the working hours.

Health Insurance

Keep in mind that you are required to have valid health insurance for the entire duration of your stay as an EcoPeace intern. You will be required to present the insurance policy upon arrival before you get started.

Practical Information

Workweek: Sunday-Thursday excluding public holidays, 8:30 – 4:30

Important Phone Numbers

Police: 991

Ambulance: 193

Fire: 199

Information: 1212

Overseas Operator: 1213

Tourist Information Office: 06 - 4642311

Currency

Any exchange office will change money without commission. There are numerous change spots on all major streets in Amman. Credit cards are accepted almost everywhere.



Shopping

Meccal Mall: <http://meccamall.jo/>

City Mall: <https://www.citymall.jo/>

Wast Al Balad: the city downtown.

Medical Assistance

Hospitals:

Jordan Hospital

<http://www.jordan-hospita.com/>

Istiklal Hospital

<http://istiklalhospital.com/>

Jordan University Hospital

<http://hospital.ju.edu.jo/medical/juhospital/Home.aspx>

Post Office

The phone number for information about postal services is 00962-6-4293000. You can ask to speak to an English-speaking operator. Post office hours vary from branch to branch, but are usually open Sundays to Thursdays 08:00 to 16:30.

Electricity

Jordan runs on 220 volts, you might need a converter for your appliances, as well as an adapter. While both of these can be purchased in Jordan, it may be more convenient to bring them from your home country.

Arabic Studies

Most short-term visitors to Amman find that they can get by relatively easily speaking English. However, as with visiting any country, your experience will be greatly enriched by learning some basic Arabic. There are a variety of language center around Amman that offer classes at different levels of intensity and level including full day courses and night classes.

Ahlan Jordan

Kharejah Al-Ashjai Street, Jabal Weibdeh

+962 6 461 5315

Qasid Institute

22 Queen Rania Street

+962 6 515 4364

<http://www.qasid.com/academics/ammiya-program/>



EcoPeace Social Media

*EcoPeace's social media serves as a platform for branding and information sharing. By increasing EcoPeace's presence in popular online social networks and media, EcoPeace becomes more "findable." In other words, these tools **spread awareness** about our cause and **increase our supportive audience**, as well as create a "**brand**," or particular message that is consistently associated with our organization.*

Audience

EcoPeace's social media will be geared primarily toward the international community, including supporters, information-seekers, and potential donors. This is not to say that these tools will not be useful in our Israeli, Palestinian, and Jordanian audiences and we encourage posts in Hebrew and Arabic.

Blog Frequency

Creating a consistent blog is an important step in building trusted readership. For now, EcoPeace will aim for 2-4 posts per month. At the beginning of each month, the blog administrator will compile a calendar that outlines who will post what, and when. This calendar will serve as a general guide to ensure that blogging remains consistent.

Intern Involvement

The EcoPeace blog is an intern-generated project. It is built into EcoPeace's internship program, meaning that all interns are *required* to participate in the maintenance and upkeep of the blog (and other social media outlets).

Facebook, Flickr, Youtube and Twitter

EcoPeace has accounts in each of the social media venues listed above. Interns are invited to produce social media content, such as infographics and video clips.

**Note: More information about the blog format and style will be explained upon arrival.*

Tips from former interns

- The organizational culture is different from the US, Europe and other places; it enables more direct contact with all staff members, use it to get to know the people in the office.
- Keep in mind that you will be working in an NGO environment, where staff and interns are usually asked to multitask and serve several projects at the same time.
- You are required to come to the office from three to four times a week, from 9 or 9:30 am until around 4 or 5 pm. Punctuality is appreciated.
- Communicate what is interesting for you, what you would like to work on and any trouble you encounter.
- If you want to visit the other EcoPeace offices or EcoParks, let your supervisor know in advance.
- On your first week at the office send out an email introducing yourself to everyone.