

Looking for volunteers in the following capacities: Administration, HR, Research/Project Planning in Partnerships, Communications (remote, part-time, volunteering)

Duty Location: Switzerland/Worldwide (remote)

Duration: 3, 6, 9, 12 months

Type of Appointment: 10 - 50 % part-time

Type of Function: Internship / Volunteering

empowermefirst.college – a start-up NGO based in Switzerland aims to educate millions

Did you know that currently over 1.5 billion children¹ and young people are without schooling and child labor has fallen back to the level of the last century because of the corona crisis²?

Almost 60% of young people worldwide leave secondary school without any further schooling, training or with any skills. As a result, youth unemployment is enormous.

empowermefirst.college counteracts this trend by enabling free online education.

To find out more, please visit <https://empowermefirst.college/>.

“Education is the most powerful weapon which you can use to change the world.” Nelson Mandela

Main Responsibilities

Admin/HR

- Planning, attending meetings and taking the minutes, organising calendar.
- Organising files such as HR in the Google Drive and of our induction process.
- Always maintaining empowermefirst.college confidentiality.
- Assisting the various teams with their questions, creating ppt, templates and knowing about any challenges teams face.
- Sending out agenda and reminders to team leaders.
- Sorting donations contribution online, data entry and sending out letters to donors and sponsors.
- Expenses accounting.

Partnerships/project manager

- Conducting research on corporate and NGO funding sources.
- Preparing grant applications, partnership proposals and presentations.
- Preparing the budget for such proposals.
- Manage the projects, including work with different teams to create the best proposals.
- Building and keeping partnerships with sponsors.

Communications

- Creating and planning stories for newsletter, social media.
- Planning events such as art auction, “international day of girls in ICT”, etc.
- Reorganising website and social media presence.

Minimum Qualifications/ Competence/ Behaviour

- You speak and write fluent English
- You have a good knowledge of Office Programs
- You are passionate about charity and fundraising
- You are familiar with basic office programs
- Inner drive and think outside the box attitude
- Ability to take direction, but also take initiative
- Excellent interpersonal and communication skills

¹ <https://en.unesco.org/news/137-billion-students-now-home-covid-19-school-closures-expand-ministers-scale-multimedia>
<https://www.weforum.org/agenda/2020/12/covid19-education-innovation-outcomes/>

² <https://www.bbc.com/news/av/world-africa-57600657>



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- High level of integrity and excellent sense of judgement
- Comfortable working in a remote-working environment
- Clear police record
- Either research experience or art background

Benefits

- Experience working with various fundraising events
- Be a part of the international volunteer team and make an impact
- Work from home, flexible working hours
- Great opportunity for learning, and growing with lots of freedom
- Receive recommendation letter based on your results
- Networking opportunity

Does this sound like you? Please send your CV volunteer@empowermefirst.college

<https://empowermefirst.college>