

## Be Aware And Share - Vice-President (f/m/d)

### About the Organization

*"Be Aware And Share" (BAAS) is an independent non-profit organization that supports people in need and contributes to social inclusion. Founded in September 2015 in Basel (Switzerland), BAAS primarily focuses on supporting people on the move in Europe. In addition to material and social support as well as educational and recreational opportunities for displaced people, BAAS also carries out awareness-raising and information activities in Switzerland. At the moment, the organization is mainly focusing on supporting refugees in Ioannina in Northwestern Greece at its Community Center. The activities are carried out by volunteers and are financed exclusively by donations. BAAS is a politically and religiously independent organization.*

### Position

We are looking for someone who is passionate about solidarity with people on the move and keen to participate in shaping a dynamic grassroots NGO. The **Vice-President** is a member of the Executive Board along with the President and the Finance Responsible. The Vice President will work with various professionals in the organization to ensure that BAAS achieves its annual goals and will continue to build a network of supporters to work towards our vision of a peaceful, solidary and mutually inclusive society. We are therefore looking for an experienced professional to take the organization forward by overseeing the operational, financial and technical aspects of Be Aware And Share. The position is **voluntary** and requires approximately 8 hours of work per week. A minimum commitment of 1 year is expected. The Vice-President will mostly work remotely but is expected to visit BAAS' Community Center in Ioannina, Greece. We are open to open the board and run it in a collective way if more than one suitable person can be found.

### Overall Responsibilities

- Take part in the strategic and executive bodies of the organization
- Coordinate and lead quarterly, and annual operational reviews and periodic forecast updates
- Provide leadership and manage the efforts of all active association members and ensure appropriate support
- Ensure that activities are informed by a resource-based approach through direct contact with working groups
- Represent the organization in Swiss and other humanitarian networks

### **Requirements and skills**

- Very good command in spoken and written English. German is desired; any other language is an asset
- High level of motivation and passion for the fight for a more inclusive society
- Profound knowledge of the social and political situation of people on the move in Europe
- Ideally professional leadership experience in the nonprofit sector, ideally with a grassroots NGO
- Ability to keep track of the diverse and fast-paced activities of the organization
- Understanding of the current challenges faced by NGOs and willingness to address them innovatively and purposefully
- Strong awareness of how to deal with scarce resources (financial and personnel)
- High resilience, flexibility, team skills and good communication skills

All interested candidates are welcome to send their CV, cover letter and references by **December 9th, 2024** to [board@beawareandshare.ch](mailto:board@beawareandshare.ch). Please indicate the job title in your email subject. For further information about this position please do not hesitate to contact us through [board@beawareandshare.ch](mailto:board@beawareandshare.ch).