

Paid Internship in Development and Management of a Volunteer Program (20%, 12 months, with the option of extension)

Are you passionate about making a positive impact on the world? The Hunger Project Switzerland is part of an international NGO dedicated to ending chronic hunger globally. We believe that everyone has the right to a future free from hunger and poverty. Join us in our mission to create sustainable change.

We are looking for a dedicated and organized individual to lead and coordinate our volunteer program. If you have strong project management skills and are eager to contribute your expertise in the HR field, you might be the perfect fit for our team!

As our **Volunteer Coordinator**, you will support our Country Director and the Board of Trustees in leading and coordinating our volunteer program. If you have strong project management skills and are eager to contribute your expertise in the HR field, you might be the perfect fit for our team.

Key Responsibilities:

- **Creation of a HR Toolkit:** Develop and compile all necessary documents for the effective coordination of our volunteers.
- **Drafting and Publishing Volunteer Job Postings:** Create compelling job postings and manage incoming applications.
- **Participation in Recruitment Interviews:** Assist in the selection and onboarding of new volunteers.
- **Project Management:** Take responsibility for the tasks and projects assigned to our volunteers. Provide guidance and assistance to volunteers throughout their engagement.
- **Network Management:** Build and maintain relationships with volunteers, expand the volunteer network, and foster engagement.
- **Liaison Role:** Ensure smooth communication between the management and volunteers to facilitate effective collaboration.

Your Qualifications and Skills:

- **Project Management Skills:** You have extensive experience in project management, capable of juggling multiple tasks and projects concurrently. You demonstrate ownership of responsibilities, are self-motivated, and excel in working autonomously with a strong ability to learn quickly.
- **Relationship Management Skills:** Cultivate strong, empathetic relationships with volunteers, ensure open and compassionate communication, and address concerns with sensitivity to create a supportive and positive volunteer experience.
- **Effective Communication:** You possess excellent communication skills, both written and verbal, allowing you to articulate ideas clearly and confidently.
- **Collaborative Mindset:** You thrive in team environments, contributing positively and fostering a collaborative and supportive workplace.

- You are currently working towards a master's degree in a relevant subject or a bachelor's degree and have relevant work experience.
- You are proficient in both German and English, with strong capabilities in both written and spoken forms of communication.
- Place of residence needs to be in Switzerland.

Benefits of joining our team as an intern:

Joining The Hunger Project Switzerland as an intern in Volunteer Coordinating offers several advantages:

- Gain practical experience in project management, HR, nonprofit management, and network building. Enhance your leadership, coordination, and relationship management skills while working with a dedicated team to expand and engage our volunteer network.
- Build valuable connections within the nonprofit and digital marketing sectors, expand your professional network and get references for your future career.
- By participating in internal workshops, you will gain insights into the structures of an international NGO.
- Contribute directly to our mission of ending chronic hunger and poverty, making a positive difference in the world.

Time Commitment: Flexible, approximately **8 hours per week**, allowing you to balance work and studies effectively.

Location: Remote, with occasional team meetings in Switzerland

Duration: **January 2025 – December 2025 (1 year, with the option of extension).**

How to Apply:

If you are enthusiastic about leveraging project management for a meaningful cause and coordinating a team of dedicated volunteers, we would love to hear from you no later than **6 October 2024**. Please send your CV and a brief cover letter expressing your interest to Olivia Zahlbruckner, at olivia.zahlbruckner@hungerprojekt.ch. Visit our website at www.hungerprojekt.ch to learn more about our organization.

Note: This is a working student position that will be compensated!

We look forward to having you join our team and working together to create a hunger-free world. Join us in making a lasting impact today!