



THE
BRETEAU
FOUNDATION

Volunteer - Education Project Coordinator

Location: Remote, flexible location

Employment Type: Minimum 3 months commitment

Contract Type: Volunteer

Background

The Breteau Foundation (BF) aims to enable disadvantaged children to reach their full potential through the delivery of digital educational tools. We are looking for a Volunteer Education Project Coordinator to assist our global team with a broad range of tasks that will support the global team with the successful implementation of educational projects in different regions.

Key Responsibilities

The Volunteer Education Project Coordinator will work closely with our UK team and will support them with:

- Collating data from surveys completed by beneficiaries in our South Africa Home Tablet Project and reviewing those results on a monthly basis;
- Developing social media content and infographics to support BF's marketing at a global and local level;
- Other administrative tasks as requested by the global team.

Qualifications, Skills and Experience

The right candidate will need to be able to demonstrate their experience and skills relating to the responsibilities above. They will also be required to meet the relevant qualifications, skills and experience following:

- Demonstrable experience in an office environment and proficiency with Microsoft and Google Docs;
- Demonstrable experience with developing marketing copy and graphics using Canva and/or other relevant design tools;
- Preferable, non-profit sector knowledge or experience.

All volunteers are required to volunteer at the Foundation for a minimum of 3 months and complete a criminal record check. For this position, we are looking for a remote volunteer who can commit to at least 3-4 hrs/week.

If you would like to apply, please email a CV and volunteer application form to:

Michelle Chung, Education Project Manager, michelle@breteaufoundation.org