



SEET

Support Education
Empower Together

Member for Finance and Strategy Team Wanted

We are looking for a motivated member to support the development of the association's long-term strategy, represent SEET to relevant stakeholders, and write proposals. SEET members work voluntarily but are free to choose their workload and tasks.

About SEET

"SEET - Support Education, Empower Together" (www.seet.ch) is a non-profit association that offers a study support programme to refugees who had to interrupt their education due to their flight. We offer participants personal mentoring, diverse workshops and networking events, as well as situational financial support, to support them on their way to Swiss universities.

With SEET, we make a sustainable contribution to enabling refugees to realise their full potential in Switzerland. The challenges women face in this context are particularly complex because they are intersectionally disadvantaged as women, migrants, and refugees. Therefore, we focus on their specific needs while supporting refugees of all genders.

Tasks

Members can choose tasks according to their interests and also have the freedom to create new projects:

- Create presentations and actively participate in stakeholder meetings.
- Build and maintain relationships with higher education institutions, especially in the German speaking part of Switzerland.
- Engage with various stakeholders, including cantonal authorities.
- Occasionally assist financial managers in fundraising, accounting, and reporting activities.

What can we offer you?

- A unique opportunity to develop skills in strategic project management, professional communication, and finance while making a contribution to educational justice.
- The experience of working in a dynamic, highly motivated, and competent team. We are a mixed group of students, postgraduates, and young professionals from various disciplines.
- The opportunity to advocate for our participants and have a direct impact. Our programme is unique in the Swiss educational landscape and contributes to counteracting the lack of equal opportunities for refugees. As a SEET member, you improve the situation for the affected individuals and, at the same time, address a structural societal problem.
- Get experience in intercultural exchange, professional training and coaching, the opportunity to build our programme and association, expand your network, a professional job reference, and much more.

Requirements

- You have the desire and capacity to learn new things and work independently.
- You are reliable, are able to invest time on a regular basis, and have a high level of motivation.
- Willingness to invest an average of 2-3 hours per week.
- No previous knowledge in the field of finances is required.
- Our working language is English, however, a passive understanding of or motivation to learn German is helpful.

If you are interested, please contact us by e-mail at finances@seet.ch with a few lines about yourself and your motivation.

We look forward to hearing from you!

Your SEET team