

Member Wanted for Refugee Support Programme

We are looking for a motivated member to support our association in one of the following fields: program design and implementation, communication, finances, and strategy. Other than two employees, SEET team members work voluntarily but are free to choose their workload and tasks.

SEET - Support Education, Empower Together is a non-profit association that offers a study support programme to refugees. Since summer 2018, we have been working to facilitate access to higher education for refugees in Switzerland.

About SEET

SEET is aimed at refugees who had to interrupt their studies or could not take them up due to their flight. Our programme offers participants personal mentoring, networking events, workshops, and situational financial support.

With SEET, we aim to overcome obstacles that prevent refugees from realising their full potential in their new place of living and make a sustainable contribution to equal opportunities and rights for all members of Swiss society. While SEET focuses explicitly on women and the challenges they face in this context, we welcome participants of all genders.

SEET Teams

SEET consists of three subteams with different roles and responsibilities: The program team is responsible for designing, implementing, and evaluating our study support program. The communication team manages internal and external communication channels. Finally, the finance and strategy team sets strategic goals and directions for our future and conducts fundraising and bookkeeping.

In addition to the three teams, the SEET board has diverse operational and strategic responsibilities, including stakeholder and member management, representation of the association, defining of SEET's long-term strategy, and human resources.

SEET Members can choose their roles and tasks according to their interests and are free to develop and lead new projects.

What can we offer you?

- This is a unique opportunity to develop your skills in the field of your choice, such as programme design and implementation, communication, financing, stakeholder management, etc.
- You will be able to gain leadership experience and practice taking on responsibilities in an inspirational and supportive setting. You will benefit from intercultural exchange, professional training, and coaching, design possibilities of our programme and association, expanding your network and professional job reference.
- We are a mixed group of students, postgraduates, and young professionals from various disciplines. You will experience working in a dynamic, highly motivated, and competent team. We maintain a good team spirit and meet up in person whenever possible for team events and an annual SEET retreat.
- You will have the opportunity to have a direct impact on a programme unique to the Swiss educational landscape and contribute to counteracting the disadvantages and discrimination refugees face in this context. In doing so, you improve the situation for individuals and address a structural societal problem.

Requirements

- You have the desire and capacity to learn new things, work independently, and get to know exciting people - in the team, among our participants, and in the circle of our partners and supporters.
- You are reliable and have regular availability (an average of at least 2 hours per week): We want to use the limited time we can invest in SEET as efficiently as possible to ensure an effective and helpful programme. Therefore, a high level of motivation and reliability among all team members is necessary.
- You speak English at least on level B2, as our internal communication is in English.

At the moment, we are looking in particular for additional creative power in the following teams:

Programme team

- Creative conception and implementation of our growing mentoring programme
- Conducting feedback interviews and recruiting of new mentoring participants
- Event management (professional workshops and community events that are conducted virtually and in person in Zurich)
- Direct exchange with our participants (mentees and mentors) as part of our buddy system
- Cooperation with experts (communications specialists, trauma psychologists) to support the needs of our mentees

Communication team

- Design and implement our external communication strategy and refine internal communication processes to enhance team efficiency and cohesion.
- Manage our social media presence and develop our website (WordPress), engaging and growing our online community
- Create informative and attractive newsletters, blog posts, and other communication materials
- Foster relationships with media and communication institutions and other stakeholders
- Organize and execute social events to strengthen community ties
- Lead and develop team management practices, promoting a supportive and productive work environment.

If you are interested, please send an email with a few lines about your motivation, specifying in which team (Programme or Communication) you are interested in, and your CV to seet@seet.ch. If you have any questions, please do not hesitate to contact us.

We look forward to hearing from you!
Your SEET team