



SEET
Support Education
Empower Together

Paid 10-20% Position for Finance and Strategy Team

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. The position involves a workload of 10-20% and is paid.

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

- Build and maintain relationships with higher education institutions, especially in the German-speaking part of Switzerland
- Assist financial managers in fundraising, accounting, and reporting activities
- Engage with various stakeholders, including cantonal authorities, and build and strengthen our network of partners.
- All members of SEET are encouraged to bring their ideas and views into their work.

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 to support the finance and strategy team.
- Previous knowledge in the field of finances and strategy is not required but desirable.
- Our working language is English, however, for communication with local stakeholders fluent German is also required.

If you are interested, please contact us by e-mail at finances@seet.ch with your CV, a few lines about yourself and your motivation. Please send us your application by August 25, 2024.

We look forward to hearing from you!

Your SEET team