



SEET
Support Education
Empower Together

Event Manager (Volunteer)

We are seeking 2-3 dedicated and motivated individuals to join our SEET team as Event Managers for our Programme Team. In this role, you will play a key part in planning and executing events that foster learning, networking, and community building for our mentoring participants.

About SEET

SEET - "Support Education, Empower Together" - is a non-profit association that supports refugees who have had to interrupt their education due to their displacement. Our study support programme provides personal mentoring, situational financial support, and workshop & network building to help participants access Swiss higher education.

We are committed to making a sustainable impact by empowering refugees to achieve self-determination in Switzerland. Recognising the complex challenges faced especially by women, who are often inter-sectionally disadvantaged as women, migrants, and refugees, we place a strong focus on their specific needs while supporting refugees of all genders.

Key Responsibilities

- **Event Organisation & Management:**
 - Core Programme Events: Mentoring professional trainings, Kick-off Event, Reflection Meeting, Wrap-up & Evaluation Event
 - Social and Community-Building Events: Networking opportunities and informal gatherings to foster connections
 - Workshops: Organise skill-building sessions tailored to participants' professional and academic development
- **Administrative & Communication Tasks**
 - Handle inquiries from mentoring tandems regarding event logistics
 - Apply for funding for event-related needs (e.g., food and beverages)
 - Work closely with the Communications Team to ensure event outreach

What We Offer

- An opportunity to develop skills in event management and community building while directly contributing to educational equity
- Experience working in a dynamic, intercultural, and motivated team of professionals from various disciplines
- The chance to advocate for our participants, make a tangible impact, and the opportunity to address structural societal challenges
- The opportunity to work very independently and flexibly, and attend professional training and coaching.

Requirements

- Good proficiency in German and English (minimum B2 level)
- Strong communication skills, including intercultural sensitivity
- Empathy and understanding of the unique challenges faced by refugees
- Availability of 2-3 hours per week
- Commitment to biweekly team meetings
- Willingness to participate in 4-6 evening events per year (with flexible planning within the team)
- Enthusiasm for events and fostering positive experiences for programme participants

Interested?

If you are passionate about event management and supporting refugees' access to education, we would love to hear from you! Please send your CV and a short cover letter outlining your motivation to seet@seet.ch.

We look forward to welcoming you to our team!

Your SEET Team

www.seet.ch

Please note this is an unpaid position - our organisation is made up of motivated volunteers.