



SEET

Support Education
Empower Together

Human Capital Manager (Volunteer)

We are seeking a dedicated and motivated individual to join our SEET team in the Human Capital & Legal Compliance Team. In this role, you will provide comprehensive support in recruitment, team development, and organisational well-being.

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

- **Team Development & Support**

- Provide comprehensive support in recruitment and onboarding processes
- Support facilitating team feedback mechanisms
- Support overall team member well-being

- **Organisational Planning**

- Plan and execute the SEET retreat (once a year)
- Organise team exchange days (three times a year)
- Develop and maintain systems that support team collaboration and organisational culture

- **Compliance & Governance**

- Support ensuring compliance with legal and organisational standards

What We Offer

- An opportunity to develop skills in human resources, team development, and organisational management.
- Experience working in a dynamic, intercultural, and motivated team of professionals from various disciplines.
- A chance to foster meaningful connections and support refugees in achieving their educational goals.
- 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 interpersonal and communication skills
- Ability to manage multiple projects and prioritise effectively
- Empathy and understanding of the unique challenges faced by refugees
- Interest in team development and organisational culture
- Availability of 2-3 hours per week
- Commitment to biweekly team meetings
- Enthusiasm for supporting team growth and well-being

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.