



# SEET

Support Education  
Empower Together

## IT & Knowledge Manager (Volunteer)

We are seeking a dedicated and motivated individual to join our SEET team in the IT & Knowledge Management Team. In this role, you will support the implementation of our digital workspace and enhance our team's knowledge management capabilities.

### 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

- **Digital Workspace Management**
  - Maintain a robust workspace structure on Notion
  - Ensure optimal organisation and accessibility of digital resources
  - Create comprehensive and user-friendly content for internal help desk
- **Technical Support and Knowledge Sharing**
  - Provide technical guidance to SEET team members
  - Facilitate smooth digital workflow, knowledge management, and information sharing
- **Continuous Improvement**
  - Maintain flexibility to adapt and evolve role responsibilities
  - Identify and implement opportunities to enhance digital collaboration
  - Continuously optimise team's digital workspace and processes

## What We Offer

- An opportunity to develop skills in digital workspace management, knowledge organisation, and IT.
- 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

- Medium to Advanced proficiency with Notion desired or motivation to learn
- Excellent communication and technical support skills
- Ability to create user-friendly learning materials
- Availability of 2-3 hours per week
- Commitment to supporting team digital transformation
- Enthusiasm for continuous learning and process improvement

## 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](mailto:seet@seet.ch).

We look forward to welcoming you to our team!

Your SEET Team

[www.seet.ch](http://www.seet.ch)

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