



**SEET**  
Support Education  
Empower Together

## Mentoring Programme Manager (Volunteer)

We are seeking a dedicated and motivated individual to join our team as Mentoring Programme Managers. In this role, you will be responsible for organising and managing SEET's mentoring programme, ensuring smooth processes and meaningful support for mentees and mentors.

### 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

- **Recruitment & Matching of Mentees and Mentors:**
  - Define requirements and selection criteria for mentees and mentors.
  - Organise and conduct recruitment processes, including interviews.
  - Match mentees with mentors to create impactful mentoring tandems.
- **Buddy System & Participant Relations**
  - Define, implement, and improve the Buddy System to ensure continuous support for mentoring tandems.
  - Share relevant updates, useful resources, and event opportunities with buddies, mentees, and mentors.
- **Financial Support Management**
  - Process financial support requests, ensuring accuracy, transparency, and alignment with SEET's guidelines.

## What We Offer

- The opportunity to gain practical experience in programme management, recruitment, and participant engagement, while directly contributing to educational equity.
- 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

- Strong organisational skills, attention to detail, and a proactive mindset.
- Good proficiency in German and English (minimum B2 level).
- Excellent communication skills, including intercultural sensitivity and empathy for participants' unique challenges.
- Ability to work collaboratively within a team and manage tasks independently.
- Availability of 2-3 hours per week and willingness to attend biweekly team meetings.
- Commitment to participating in key programme events throughout the year.

## 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.*