



SEET
Support Education
Empower Together

IT & Knowledge Team Lead (Volunteer)

We are seeking a dedicated and motivated individual to lead our IT & Knowledge Management Team at SEET. As Team Lead, you will drive the implementation of our digital workspace, oversee knowledge management initiatives, and provide strategic direction to enhance our team's digital collaboration.

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

- **Leadership & Strategy**
 - Lead the IT & Knowledge Management Team, guiding and supporting members
 - Develop and implement digital collaboration strategies and best practices
- **Digital Workspace Management**
 - Maintain and optimise the Notion workspace for accessibility and efficiency
 - Oversee organisation of digital resources and creation of help desk content
- **Technical Support and Knowledge Sharing**
 - Provide technical guidance, streamline workflows, ensure knowledge retention
 - Train and mentor team members on digital tools and processes
- **Continuous Improvement**
 - Identify and implement improvements in digital collaboration and efficiency
 - Adapt strategies and responsibilities to meet evolving organisational needs

What We Offer

- Leadership experience in digital workspace management and knowledge organisation.
- Opportunity to work in a dynamic, intercultural, and motivated team of professionals from various disciplines.
- A chance to drive meaningful change and support refugees in achieving their educational goals.
- The opportunity to work very independently and flexibly.

Requirements

- Medium to advanced proficiency with Notion or strong motivation to learn
- Proven leadership or team management skills
- Strong communication and technical support abilities
- Experience in knowledge management, digital collaboration, or IT
- Availability of 2-3 hours per week
- Strong commitment to driving digital transformation, enhancing efficiency, and fostering continuous 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.

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.