



PARTNERSHIPS ASSISTANT

CONTEXT

Partnering with other organizations is not only the future of NGO and private sector work but also for Initiatives of Change (IofC). But how do the various IofC teams actually do it, where is it working or not, and how can we do it better?

Are you interested in volunteering your skills and experience to help IofC take its partnering to the next level?

Here is an opportunity to support the IofC International Partnerships Portfolio, interacting regularly with the Partnerships Manager in support of IofC's international and national work.

PRIMARY TASKS AND RESPONSIBILITIES

- Help find, promote and support the IofC network in its Partnering.
- Contact different IofC bodies and ask them about how they do their partnering.
- Gather good and bad experiences and practices.
- Help fill in, classify, and develop a database as well as collect useful documents (MOUs, Contracts) for the benefit of all IofC.

KEY QUALITIES, COMPETENCIES AND EXPERIENCE

- You must be passionate about IofC's mission, committed to its values and possess a working style that reflects these.
- Knowledge of the IofC network, patience to track down IofC Members and ability to work with Skype, Word and Excel to gather and document information.

APPLICATION

Are you interested? Send to volunteer@iofc.org:

- A short letter of motivation
- Your Curriculum Vitae (Word or PDF format).
- Two references (incl. names/contact details): one work-related and one personal.