

## Call for Volunteers

Voices for Transformation Initiative (VoTInitiative) currently seeks young people who are dedicated to contributing to community change. These change makers will bring their skills and openness to learning through the following volunteer positions : communications, community engagement , program and admin assistant. These volunteers will work as a team and play a crucial role in promoting the organization's mission and vision.

**About VoTInitiative:** VoTInitiative is a young woman-led organization with mission to use holistic, sustainable and gender transformation approaches in contributing to a world where adolescent girls and young women (AGYW) and young people are empowered to attain their potential. [Read more](#)

### Why volunteer with us?

- Gain skills working within a team
- Make significant contributions to community impact
- Opportunities for professional growth and networking

### How to apply :

- If you are interested in any of these opportunities, prepare your CV (Max 02 pages) and a motivational letter (01 page) and apply using this [link](#)
- Applications will be considered on a rolling basis until 20<sup>th</sup> November 2025
- Send your documents to this application link

**Note:** We are youth-led team and still working to mobilise resources for scaling community impact and support human resources. None of our team members is currently being paid. We are not able to make payments for volunteers. All team members and volunteers are expected to have their own laptops to facilitate work.

### Volunteer Positions and Responsibilities

#### 1) Communications Volunteer

The Communications volunteer will be involved in different activities designed to promote an organization's mission and brand. Responsibilities include:

- **Content Creation** : This involves developing quarterly newsletters, posters, articles and social media posts and multimedia content including reels and graphic design.
- **Digital Media Management:** A significant aspect of this role is managing and updating social media pages like Facebook, Instagram, and creating other social media account for the organization. Volunteer will also assist with developing social media communication plan and updating the website.

- **Capturing compelling images and stories during community engagement :** Volunteer will also engage in taking field pictures and success stories during activities.
- **Participate in events and represent the organization:** When required, the volunteer will participate in events to represent the organization

#### **Desirable Skills and Qualifications**

- **Public speaking** skills are also valuable for giving presentations
- **Bachelors degree (BSc)** in communications , arts, or other social sciences
- **Communication Skills:** Excellent verbal and written communication skills, including strong writing, editing, and proofreading abilities.
- **Digital Proficiency:** Knowledge and experience with social media platforms are essential Graphic design skills are also beneficial including Microsoft Office package (word, PowerPoint, google space)
- **Organizational and Teamwork Skills:** Volunteers need to be organized, able to meet deadlines, and work effectively within a team

#### **2) Community Engagement Volunteer**

This role is essential in supporting the organization outreach activities and outreach efforts while connecting with the community. The goal of this role is to foster positive relationships and community engagement. Responsibilities include:

- **Event planning and coordination :** This involves developing activity plans, mobilizing participants for events, organizing community sensitization and dialogues
- **Community outreach :** Acting as liaison between the community and the organizations and other partners to foster collaboration. Identify and propose new areas of intervention.
- **Programs support:** Support programs , report writing and documentation.
- **Participate in events and represent the organization:** When required the volunteer will participate in events to represent the organization

#### **Desirable Skills and Qualifications**

- **Strong interpersonal skills** for coordination of diverse groups and interactions within communities.
- **Bachelors degree (BSc)** social sciences, development studies or any field
- **Community awareness and cultural sensitivity :** Understanding, adaptability, flexibility and respect for other cultures
- **Digital Proficiency:** Knowledge and experience with online workspace like google workspace, word and power point
- **Organizational and Teamwork Skills:** Volunteers need to be organized, able to meet deadlines, and work effectively within a team

#### **3) Program and administrative assistant Volunteer**

The program and administrative assistant will support the organization overall mission bringing in skills that contribute to smooth daily operations and program execution with a passion for creating impact.

#### **Program support:**

- Assist with the development and implementation of program schedules
- Help organize program events
- Handle confidential information with integrity and professionalism
- Coordinate meetings and training
- Write project reports and organizational reports
- Attend stakeholder meetings and represent the team lead when needed

#### **Administrative Support**

- Answer phone calls and direct inquiries to staff concerned
- Prepare and organize case files, staff documents, ensure proper filing
- Assist with data entry and update databases
- Schedule and write minutes of staff meetings
- Support team members in following compliance processes.
- Prepare agenda , attendance register and materials when needed
- Support the on-boarding of new team members or registration of participants

#### **Desirable Skills and Qualifications**

- **Strong organizational skills** with attention to detail
- **Bachelors degree (BSc)** social sciences, development studies or any field
- **Communication and team building skills** : Understanding, adaptability, flexibility and fostering a culture of respect among team members.
- **Digital Proficiency:** Knowledge and experience with online workspace like google workspace and Microsoft office suite (Word, excel, PowerPoint , google space)
- **Organizational and Teamwork Skills:** Volunteers need to be organized, able to meet deadlines, and work effectively within a team