

Fundraising, Marketing and Communication Assistant

In any cultural organization or charity, fundraising is essential. The KSV team now has many years of experience in this area. By working with them, you will get a valuable insight into what it takes to fund an organization like KSV.

Moreover, like any company, an efficient communication and a dynamic marketing strategy ensure success and market positioning.

Volunteers who work in the office spend less time with the children but will still have contacts with them through daily tasks split between the volunteers (help at meals, tuition classes, English reading classes) and with the Sunday activities offered to the children.

Ideally, you should bring your own laptop.



TASKS (depending upon the needs)

- * Finding grant-making organizations (web researches),
- * Writing grant applications,
- * Making a follow-up with the current applications and donors,
- * Updating KSV's website and other related web pages on the social network (Facebook, MySpace, YouTube),
- * Designing and/or updating KSV's presentation documents,
- * Helping to write the KSV newsletter,
- * Helping to write the Annual Report,
- * Planning and organizing events.

Competences and qualities

- * Previous experience in this area would be an advantage but is not essential,
- * Good computer skills and knowledge of social network environment,
- * Being fluent in French and English (oral and written),
- * Analysis abilities,
- * Rigour and application,
- * Social and communication skills,
- * Interest in the development and well-being of children.



For more information:

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