

## Volunteering opportunities at WeForest

Eager to get more experience in a non-profit social enterprise and contribute to a wonderful cause with a great group of professionals?

Looking for a real hands-on experience to develop your professional career while remaining flexible with your time?

This may be an opportunity for you: become a volunteer for WeForest!

### Back ground

WeForest is a start up NGO committed to making a major difference in the world through large scale sustainable reforestation. We have teams in Belgium, the Netherlands, UK and the USA.

We are have several job openings for creative, committed and motivated team-members, willing to contribute to this unstoppable movement to reforest the Earth .

All the positions are volunteer and will benefit from expense reimbursement. Other benefits like travel to projects will be considered, depending on the job and experience.

### #1: Chief Administrative Officer

**SUMMARY :** responsible for financial and fiscal management aspects of our global organization. Provides leadership and coordination in the strategic business planning, accounting and budgeting activities of WeForest.

#### PRIMARY RESPONSIBILITIES

- Implement a financial information system
- Ensure compliance with legal reporting requirements.
- Process revenue, expenditure, indemnities and expenses, ledger& account maintenance and data entry.
- Prepare financial statements, financial reports, special analyses, and information reports.
- Develop and implement simple finance, accounting, billing, and auditing procedures.
- Contribute to strategic business plan
- Optimize currency exchange with banks
- May represent the company externally to media, government agencies, funding agencies, and the general public.

#### KEY SKILLS

- Solid Finance background
- Professional written and verbal communication and interpersonal skills.
- Ability to work remotely with virtual team.
- Fluent in English (written and spoken).

#### CONDITIONS

- Availability minimum 2 days per week, can include week-end
- Reports to CEO and Treasurer

### #2: Public Relations (PR) and social media manager

**SUMMARY :** responsible for external communication, including newsletter, presentations, celebrity mgt, press, social media. Provides guidance, leadership and coordination.

#### PRIMARY RESPONSIBILITIES

- Develop press material.
- Draft monthly newsletter.
- Manage Picture and video Data base and presentation library.

- Contribute to overall communications strategy including web
- Provide social network strategy and guidelines to team

**KEY SKILLS**

- Solid experience in communication and social media
- Native English
- Professional written and verbal communication and interpersonal skills.
- Ability to work remotely with virtual team.

**CONDITIONS**

- Availability minimum 2 days per week, can include week end
- Reports to Director marketing

**#3: Assistant to the CEO**

**SUMMARY:** this position is instrumental in supporting the organization in all aspects of management. It is an all round job, where exposure to all kinds of tasks and a huge network will provide a wonderful learning experience. The role can grow depending on personal initiatives.

**PRIMARY RESPONSIBILITIES**

- Supporting the CEO for key activities in the areas of finances, administration, correspondence and team coordination.
- Support the organization with HR activities and advise management team

**KEY SKILLS**

- Perfect English, advanced computer skills, proactive, administration and organization skills, previous work experience welcome.

**CONDITIONS**

- The candidate could preferably be based in Belgium but other locations in other countries (Netherlands, UK) could also be considered.
- Availability minimum 2 days per week, can include week end

**#4: Manager web**

**SUMMARY :** responsible for the coordination of all web enhancement initiatives, including blog. We currently have a virtual team with very diverse expertise, the role is to manage the team's skills

**PRIMARY RESPONSIBILITIES**

- Define strategy for enhancing our website
- The manager needs to coordinate future changes with our team.

**KEY SKILLS**

- Solid experience in web
- Good English
- Professional written and verbal communication and interpersonal skills.
- Ability to work remotely with virtual team.

**CONDITIONS**

- Availability minimum 2 days per week, can include week end
- Reports to Director marketing

**#5 Translator FRENCH/ENGLISH**

**SUMMARY :** Most of our documents are in English today, we would like to translate our web and our brochure into French. We are looking for a big job upfront to translate existing web but also for ongoing maintenance.

**PRIMARY RESPONSIBILITIES**

- Keep the French translation synchronized with our English version

**KEY SKILLS**

- Native French
- Perfect English
- Great writing skills

**CONDITIONS**

- Availability minimum 2 days per week, can include week end
- Reports to Director marketing

**#6 : Director Belgium**

**SUMMARY :** manage daily operations: this includes the selection of volunteer staff, allocation of resources, management of financials and assisting the board of directors in strategic planning and establishing an organizational action plan.

**PRIMARY RESPONSIBILITIES**

- Fund Raising
- Special Events organization
- Public speaker and legal representative
- Work with Board of Directors on overall planning and policy.
- Day to day management: finances, admin, HR

**KEY SKILLS**

- Leadership is essential
- Fundraising experience is a big plus
- Listening
- Strategic vision
- Organization
- Communication skills
- Perfect English spoken and written is a must, French and Dutch a plus.

**CONDITIONS**

- Availability minimum 2 days per week,
- Reports to CEO

Contact us and send us your motivation letter and CV : [volunteers@weforest.org](mailto:volunteers@weforest.org) or +322 308 49 43