



# MANAGEMENT AND ADMINISTRATION PROGRAM

At VIN we recognize that some people want to travel, experience new cultures and give something back using the skills they have developed through their professional lives. We also recognize that there is a huge wealth of expertise and skill not available in Nepal which can be gathered from these people and in response we have set up our Management and Administration Program to facilitate this exchange of culture and skills.

## **Volunteer Coordinator**

This is an opportunity for a confident and motivated volunteer coordinator to shape the experience of our volunteers and the projects run by VIN. We encourage a commitment of a minimum three months, during which time you will have the opportunity to see all VIN's projects from community schools to Buddhist monasteries and understand how development work operates. Your role will be to receive volunteers, prepare them for their respective projects, oversee placements in rural areas and provide support, where necessary.

## **Editor Writer**

This is an opportunity for those who would like to be part of development and empowerment in Nepal, but would rather do this with their writing and language skills, to be an editor-writer, as an integral part of VIN's Kathmandu office team.

Our website is effectively our shop window and must be kept up to date with quality material, ensuring it is a source of reliable information for our supporters. Furthermore, we need to keep our supporters updated on our project accomplishments and produce a regular newsletter for subscribers. At VIN we need volunteers or interns with a high level of English Language who would like to practice their editing and writing skills and put them to good use to produce our publications to a professional standard.

## **Marketing Advisor**

Are you embarking on a career in marketing? Do you work in marketing and wanting to give something back? If the answer is yes, VIN has the perfect opportunity for you. Volunteer or complete an internship in Nepal. Share your experience, generate new ideas and most of all help promote VIN, enabling us to carry out our work with the marginalized, rural communities of Nepal.

We seek a volunteer or intern who can help us maximize awareness of our programs through social media and more traditional mediums, review existing marketing plans, conduct market research, generate new ideas and have input into our marketing strategy. We are looking for a motivated person who has excellent written and communication skills and preferably some prior experience as a marketing advisor.

During your placement you will work from our Kathmandu office, although we will try to ensure you are able to visit and experience some of our community-based programs. During this time you will live with a Nepali host family; this will enable you to become immersed in the language and culture of the people you are devoting your skills to help.

## Fund Raising and Grant Writing

We are looking for a volunteer or intern, keen to put their writing skills to good use, to write comprehensive proposals to be sent to numerous organisations in the hope of raising funds.

While VIN supports a body of staff and local volunteers, all of whom ensure the consistent running of our programs, we are solely dependent upon our volunteer programs for support. As a fund raising volunteer or intern you will have the opportunity to see many of our community projects in action. Once you have visited, researched and understood our projects, you can begin to write detailed proposals. You will also be involved in writing grant proposals for future projects, based on research.

You will be based at the VIN office in Kathmandu, working in fund raising and grant writing, five to six hours a day, up to six days a week. Your free time will allow you to explore Kathmandu and its sister cities and to venture further into the Kathmandu Valley.

## Website & SEO Professional

VIN is looking for a volunteer or intern with website-design and search engine optimisation (SEO) experience to support our work in rural communities. If you have the desire to travel, are looking for a new challenge through which to develop your skills and want to give something back, this opportunity is for you.

Working as a volunteer or intern in Nepal is a unique opportunity. However, you don't need to come to Nepal to take it, you can do it from your home country. Wherever you work, we need someone who can develop and maintain our websites, ensure the website is optimised for search engine visibility and that the website functions properly. You can also lend a hand helping to train our local staff in website development and maintenance.

## Human Resource Advisor

Do you work in Human Resources and are considering taking a career break? Perhaps you are a human resource student looking to develop practical experience in your field? If so, completing a volunteer placement or internship with VIN could be the answer.

Since 2007, we have grown as an organisation, employing more staff and attracting more volunteers year after year. Now we are looking for a volunteer or intern to bring the most up to date practices to VIN to ensure we make the most of our precious human resources. You will help us to develop our human resource strategy, laying strong foundations for years to come. You will help develop the structure of VIN, determining job descriptions and a communication plan. You will support our staff and volunteers through training and coaching.



### Administration and Management

01/04/2014 to 18/04/2014

Volunteer Testimonial: Oliver Graham, Australia

The opportunity to work amongst such a dynamic team of volunteers at VIN has been an inspiring experience and one which I have learnt much from. VIN creates programs to suit enthusiastic volunteers, regardless of their strengths. With assistance as close as one call away, you are always well supported and in good hands. This is a competent organization which prides itself on being open to new ideas and innovation, and the future for VIN seems very bright. I will miss the smiles, laughs and company shared with my friends here, but hope to return before too long.