

WE'RE LOOKING FOR VOLUNTEERS

Sponsorship Assistant

The Volunteer Sponsorship Assistant plays a crucial role in supporting our Sponsorship Coordinator to effectively manage and enhance our sponsorship program. The Volunteer Sponsorship Assistant will contribute to various aspects of the sponsorship initiative, ranging from correspondence and information management to campaign support and administrative assistance.

REQUIREMENTS

- Minimum commitment of 1 year
- Excellent organizational skills to manage multiple tasks efficiently
- A strong work ethic, professionalism, communication skills
- Adaptability and non-judgemental approach to work within diverse contexts
- Ability to work independently with initiative, maintaining patience
- Genuine interest in empowering children from underprivileged backgrounds

RESPONSABILITIES

- Assisting in the completion of the correspondence process
- Maintaining and updating the students' related information
- Assisting in facilitating the progress report process
- Preparing and updating the profiles of the students, ensuring they reflect the latest information and achievements
- Contributing to the Sponsorship Campaign, assisting in planning and execution
- Providing support for day-to-day administrative tasks to ensure smooth operations

FACILITIES

- Gain valuable skills and a unique NGO experience in India
- Be part of an amazing community that aims at making a positive change
- Induction and on-going support from our team members
- Get a reference and a certificate upon completion of your mission
- Housing on site and food provided

INTERESTED



Fill out our volunteer application :

www.ksv.org.in/forms/volunteer-application/



Kalkeri
Sangeet
Vidyalaya