

ONLINE VOLUNTEERING POSITIONS

The coronavirus has been teaching us all many things, right?

And that applies to us at Iracambi as well. We're adapting our programs and our work style and learning a lot along the way. How about joining us and helping us increase the impact of our programs as part of our mission of Saving Forests and Changing Lives here in the Atlantic Rainforest?

Whether you want to grow your network, share your skills and experiences or simply contribute towards a cause in which you believe, volunteering is the way to go. Please join us!

Our online volunteering opportunities are for:

Fundraising Assistant

Assistant in Marketing and Communications

Assistant Translator

Assistant to the Coordinator of Volunteers and Visitors

Please, note not all of them will be available.

1. FUNDRAISING ASSISTANT

Fundraising is a vital component of non-profit management. It involves not only fundraising, but also maintaining a good relationship with people and organizations, transparent communications, and the ability to demonstrate the impact of the funds that have been raised. We are looking for Fundraising Assistants to work in the following areas:

- Individual donations: Creating and running occasional campaigns on fundraising platforms; follow up and updates, donor relations management and accompanying the membership program;
- Researching and writing grants;
- Foundations/Institutions: researching and contacting national and international foundations and institutions.
- Sponsors / companies: researching, creating and managing relationships with the business community, local, regional and in major cities.
- Additional sources of financing: mapping, contacting and accompanying additional sources of financing, bonus programs (such as Amazon Smile) advertisements, renting out our space, selling products, etc.

ACTIVITIES

There are lots of activities to be carried out, depending on your interest and skill level.

You could be

- Supporting program coordinators in day to day activities
- Helping out in fundraising;
- Helping organize information and data collection and storage
- Helping organize fundraising information: funders: companies, foundations, bonus programs (such as Amazon Smile) advertisements, rental of our facilities, sales of products,
- Helping in our donor management.

You'll be working with the Volunteer Coordinator and the Fundraising Coordinator to build a work plan for the first week. In the following weeks, you should update your work plan to keep tabs on your progress, and if you have any doubts, please get in touch with the coordinators.

Before signing off, please create a final presentation to be shared with our team, as well as filling out an evaluation form and sharing your results with your social media network.

Thank you!

SKILLS NEEDED

You will need:

- Internet access with sufficient bandwidth to allow you to participate in meetings, and use online programs and social networks;
- Good writing and communication skills
- Fluency in English and / or Portuguese
- Familiarity with Google Drive, Trello, Mailchimp, etc.

DESIRABLE SKILLS:

- Work experience in any of these areas: fundraising, working with the private sector, marketing, communications, etc.
- Experience working with non-profits, social enterprises, activism, etc.
- Intermediate or advanced level in second language (English or Portuguese)
- Experience in managing social networks and content production

WORKLOAD

10 hours a week if possible

Minimum of two months, and maximum of six

**This position can be filled by up to two volunteers*

2. MARKETING AND COMMUNICATIONS ASSISTANT

All human beings are natural communicators. And for the non-profit sector, communication is crucial. We're looking for Marketing and Communication Assistants to work in:

- Bilingual content production: website, blog, social networks, newsletter, etc;
- Managing social networks, relationships, indicators, etc;
- Graphic design: Creating visual content for social media, reports, etc;
- Audiovisual: photography, photo editing, helping organize our photo library, making and editing videos;
- IT: maintaining and updating content on our site and other platforms.

ACTIVITIES

There are lots of activities to be carried out, depending on your interest and skill level.

You could be

- Supporting program coordinators in day to day activities
- Helping produce bilingual content for our website, blog, social networks, newsletter, etc;
- Helping manage our social networks, content creation, relationship management and monitoring the analytics
- Helping with graphic design for social media, and content production
- Helping update content on our site

You'll be working with the Volunteer Coordinator and the Communications Coordinator to build a work plan for the first week. In the following weeks, you should update your work plan to keep tabs on your progress, and if you have any doubts, please get in touch with the coordinators.

Before signing off, please create a final presentation to be shared with our team, as well as filling out an evaluation form and sharing your results with your social media network.

Thank you!

SKILLS NEEDED

You will need:

- Internet access with sufficient bandwidth to allow you to participate in meetings, and use online programs and social networks;
- Good writing and communication skills
- Fluency in English and / or Portuguese
- Familiarity with Google Drive, Trello, Mailchimp, etc.
- Familiarity with social networks: Facebook, Instagram, Youtube, etc.

DESIRABLE SKILLS:

- Work experience in any of the following areas: marketing, communications, fundraising, fundraising, working with the private sector, etc.
- Experience working with NGOs, social enterprises, activism, etc.
- Intermediate or advanced level in a second language (English or Portuguese)
- Experience in managing social networks and content production

WORKLOAD

10 hours a week if possible

Minimum of two months, maximum of six.

**This post can be filled by up to five volunteers*

3. ASSISTANT TRANSLATOR

Iracambi is a non-profit based in the Brazilian rainforest, with strong international connections dating back to our founding by the British-Kenyan couple Binka and Robin Le Breton. We have strong ties to the international community and work with international students and volunteers, and our daily work is carried out in Portuguese and English. We are always looking for Assistant Translators to help in translating our materials in marketing and communications, content for our website, social networks, newsletters, reports, blogs, video editing and subtitling, and internal communications.

ACTIVITIES

There are lots of activities to be carried out, depending on your interest and skill level.

You could be

- Translating content for our Marketing and Communications
- Translating content for our fundraising campaigns
- Translating our internal communications
- Other translating jobs as they arise

You'll be working with the Volunteer Coordinator and the Communications Coordinator to build a work plan for the first week. In the following weeks, you should update your work plan to keep tabs on your progress, and if you have any doubts, please get in touch with the coordinators.

Before signing off, please create a final presentation to be shared with our team, as well as filling out an evaluation form and sharing your results with your social media network.

Thank you!

SKILLS NEEDED

You will need:

- Internet access with sufficient bandwidth to allow you to participate in meetings, and use online programs and social networks;

- Native level fluency in English and / or Portuguese
- Familiarity with Google Drive, Trello, Mailchimp, etc.
- Familiarity with social networks: Facebook, Instagram, Youtube, etc.

DESIRABLE SKILLS:

- First-hand experience of living and working in a country where your second language is native
- Experience working with non- profits, social enterprise or activism

WORKLOAD

10 hours a week if possible

Minimum of two months, maximum of six.

**This post can be filled by up to two volunteers*

4. ASSISTANT TO THE VOLUNTEER MANAGER

Iracambi is proud to have an international community of our alumni, (Iracambistas), scattered round the four corners of the globe, who continue to change lives and impact their communities, just as we have been doing for the past 21 years. That apart, our campus is the perfect place for open air activities and we have a constant demand from people who wish to visit. If you like working in a team and are prepared to tackle anything, this is the place for you. Please join us in our program for volunteers and visitors and help us make ours the best volunteer program in the Atlantic Forest.

There are lots of activities to be carried out, depending on your interest and skill level.

You could be

- Planning, organizing and accompanying activities for volunteers and visitors in Iracambi.
- Communicating with volunteers, visitors and the team
- Updating and helping organize our documents

Participating in webinars

Producing and organizing content

Producing reports

Organizing testimonials

You'll be working with the Volunteer Coordinator to build a work plan for the first week. In the following weeks, you should update your work plan to keep tabs on your progress, and if you have any doubts, please get in touch with the coordinator.

Before signing off, please create a final presentation to be shared with our team, as well as filling out an evaluation form and sharing your results with your social media network.

Thank you!

SKILLS NEEDED

You'll need:

- To be proactive, creative, collaborative, organized and respectful of different cultures
- At least intermediate English (spoken and written)
- Familiarity with Google Drive, Trello, etc
- Willingness to participate on online meetings

DESIRABLE SKILLS

- Work experience with volunteers, non-profits, tourists

WORKLOAD

10 hours a week

Minimum length of time – two months

**This position is available for one volunteer*

5. COMMUNICATION ASSISTANT FOR DIGITAL DESIGN AND VIDEO EDITING

Communicating is an inherent activity of the human being. And for non-governmental organizations, it is increasingly necessary to communicate and relate in the best ways, including taking advantage of the virtualization of our current world.

We need Communication to support Material Design and Video Editing:

- Art design: using the Canva.com platform, we need to create a graphic design and design art for social networks, institutional materials (reports), etc.
- Video editing: editing videos with subtitles of materials that we have captured.

REQUIRED SKILLS

Mandatory requirements:

- Availability of internet access with sufficient quality to participate in online meetings, use online programs and social networks;
- Fluency in English and / or Portuguese;
- Knowledge Using digital tools: Google Drive, Trello, Canva.com, and video editing programs.

Desired requirements:

- Work experience in any of the areas: marketing, communication, graphic design, video;
- Experience of working with NGOs, social businesses, activism, etc.
- Intermediate or advanced level in another language (English or Portuguese)

WORKLOAD

10 hours a week

Minimum length of time – four months

**This position is available for three volunteer*