



Volunteering Opportunity

ROLE: HR Volunteer

OVERVIEW

We are looking for a volunteer who is passionate and enthusiastic about learning from and supporting the Human Resources Team at Barefoot College International, in various projects like recruitment, onboarding, managing employee records, coordinating communications etc.

The ideal individual will have strong research ability, written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities and the ability to exercise good judgment in a variety of situations.

WHAT YOU CAN HELP US WITH:

- Co-ordinate the recruitment and on boarding process;
- Carry out reference/background and academic checks for candidates under consideration for employment;
- Collect data from various stakeholders, set up and maintain a database and personnel records of all employees and database related to other projects
- Draft correspondence and reports;
- Prepare agendas, take minutes of meeting and follow-up on action points;
- Carry out desk research for projects and policies
- Coordinate various internal communications

SKILLS

- Strong organizational and time management skills
- Strong interpersonal skills
- Good written and verbal communication skills;

Please note that this is an unpaid position.

If you are interested, please send your resume along with a short note on why for this volunteering position, at recruitment@barefootcollege.org