

IGA Volunteer Programme



Job title	Promotional materials for webinars. Townhall webinars project.
Purpose	Develop and implement activities to support accomplishment of IGA mission and goals in the 2021-2023 strategy.
Key responsibilities	To make flyers and adverts for webinars, with input from the working group.
Location	Online meetings. Possibility of travel to conferences and meetings (mostly EU).
Supervision/mentors	Volunteer coordinator: Vesna Aleksovska Mentor: Biljana Jovanovic
Length of appointment	One year (2021) with possibility to continue engagement on similar or other activities for the next year. One year, six webinars – one webinar every second month.
Time commitment	Average 2-3 hours a week plus meetings
Qualifications	English language (speaking and writing), knowledge of working with Zoom meetings, Webex, e-mail, knowledge of office apps (word, excel, pdf). Canva. Good skills and experience in advertising and design.
Benefits	Training, meeting important people in the Gaucher community, events to thank volunteers, travel grants for important conferences (for accomplished volunteers), opportunities to develop and lead projects. Certificate and reference letter from the IGA to acknowledge contribution.
Support provided	Volunteer handbook, orientation, zoom meetings, travel and accommodation reimbursement, if necessary, for the activity.