



Child's Dream Foundation is a charitable, not-for-profit organization dedicated to empowering marginalized children and youth in the Mekong Sub-Region, which includes Myanmar, Laos, Thailand and Cambodia. We achieve this by working in partnership with communities to improve the educational and health situation of their children and youth. For our office in Chiang Mai, Thailand, we are looking for an

NGO Volunteer “Office Administration/Special Tasks”

(start date various months possible, with minimum required stay of 3 months, full-time)

- Please note that this is a volunteer position and neither compensation nor expenses for trip/living cost are paid
- Please only approach us if you are interested and able to work for free
- We offer a dynamic and young work environment

Tasks

- Management support; frequently special tasks to support management
- Updates of documentation, marketing material, presentations and texts
- Project proposal and interim/final report writing in coordination with our project managers
- Occasional internet research tasks
- General office administration

Required Qualifications / Candidate Profile

- student or BA in business administration/economics or equivalent, comparable professional experience
- Very good command of Microsoft Office applications (Word, Powerpoint, Excel)
- Solid English language skills (additional German language skills are of great advantage but not a must)
- Proactive, well organised and self-motivated
- Strong analysis and conceptual skills, with close attention to detail
- Team player, who is also able to work independently
- Open-minded, flexible, spontaneous person, who is interested in NGO work and foreign cultures
- This position requires physical presence in Chiang Mai, Thailand.

To apply for this volunteer position (please note that only completed application forms will be accepted)

Please download the [Volunteer Application Form](#) on our website and email back the completed form together with required documents to gene@childsdream.org. Kindly indicate which volunteer position exactly you are applying for.

For additional information please see our website childsdream.org.

Chiang Mai, 07 January 2019