|  |  |
| --- | --- |
| Serving communities in Africa | Job Description  **Business Management Volunteer**  - SAYAP AFRICA - |

Location: Worldwide, remote online

Job Status: Part-time, Volunteer, Unpaid Internship. All hours served count as community service hours and can be used to fulfill college credit requirements. Students should consult with academic faculty to determine if this unpaid experience satisfies the criteria for receiving academic credits.

**JOB SUMMARY**

Sayap Africa is a 501(C)(3) international non-profit organization with headquarters in San Jose, California. We empower and assist communities in 10 African countries in non-exclusive areas: Girls Education STEM; Global Health initiatives for African women; Protection of environment/Renewable energy; Entrepreneurship; Gender equality; Sustainable agriculture; Clean water and Sanitations; Digital literacy to close the gap. We are seeking Business Management Experts who can bring a range of skills and expertise to help us operate more effectively and efficiently, thus increasing the potential for us to transform the lives of as many people in Africa as possible.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Develop and implement a strategic plan, operational policies and procedures, that align with the organization's mission and goals;
* Assist us in managing our finances, in developing and implementing fundraising and resource development strategies, and in strengthening our governance practices;
* Develop and implement evaluation and reports to measure our progress and impact;
* Identify and manage risks associated with our operations, including legal, regulatory, and reputational risks;
* Work collaboratively with members to ensure that the operations are efficient and effective.

**QUALIFICATION AND ELIGIBILITY**

Our ideal candidate will have the following qualifications and capabilities:

* Bachelor degree or master students in organizational development, strategic planning, program evaluation, fundraising, or other related fields;
* Relevant work experience with non-profit organizations is beneficial;
* A strong understanding of the non-profit sector, including its unique characteristics, challenges, and opportunities;
* A strong commitment to the organization's mission and values, and a willingness to work collaboratively with all members and volunteers to achieve that mission.
* Excellent communication and interpersonal skills; flexible and adaptable;
* Exceptional organizational, analytical, planning, and time management skills.

**HOW TO APPLY**

Send your resume and cover letter to **Recruit@sayapafrica.org** with the subject line: **“Business Management Volunteer”**. Applications will be reviewed upon receipt, with an interview conducted asap. We look forward to hearing from you!