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| Serving communities in Africa | Job Description  **Diversity and Inclusion 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 Diversity and Inclusion Volunteers to help us promote diversity, equity, and inclusion, enhance cultural competence, create a safe and inclusive environment, and improve outcomes and impact.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Conduct a comprehensive assessment of the organization's diversity and inclusion policies, practices, and procedures to identify gaps and areas for improvement;
* Develop a plan to address the identified gaps and areas for improvement, and to promote diversity, equity, and inclusion in the organization's programs, services, and operations;
* Provide training and capacity-building support to promote a culture of inclusion, respect, and belonging within the organization;
* Monitor and evaluate the implementation of the Diversity and Inclusion Plan to ensure that the organization is making progress towards its goals.

**QUALIFICATION AND ELIGIBILITY**

Our ideal candidate will have the following qualifications and capabilities:

* Bachelor degree or master students with experience working in the area of diversity and inclusion, including knowledge of best practices, policies, and procedures;
* Relevant work experience with non-profit organizations is beneficial;
* Have knowledge of cultural competence, including an understanding of different cultures, beliefs, and values, and the ability to communicate and work effectively with diverse groups;
* Excellent communication and interpersonal skills; flexible and adaptable;
* Strong analytical and problem-solving skills;
* 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: **“Diversity and Inclusion Volunteer”**. Applications will be reviewed upon receipt, with an interview conducted asap. We look forward to hearing from you!