



Welcome!

If you're here, it means you're about to apply to volunteer at the Social Impact Award and embark upon an amazing journey with us. For you to have the best experience possible, we've created several roles you can support us with. Please read more about them carefully, and decide which one(s) you'd like to apply for.

1. Social Media Manager

Tasks:

- Sourcing and publishing of posts on social media
- Creation of social media plan
- Community management on social media platforms
- Organizing social media analytics

Required Skills/Knowledge:

- Familiar with usage of Instagram, Facebook, Twitter, LinkedIn (if not all, then at least interested in learning more)
- Familiar with Ads Manager on Facebook
- Curious about analytics on social media
- German and English language is a must

Past Experience:

- Ideally, previous management of SM accounts for an organization
- You should know what “reels” are :)

Motivation:

- You regularly use and post on your personal social media
- You are curious about social media for organizations
- You are interested in pursuing a career in marketing/communications and want to learn more
- You enjoy content curation and/or analysis of data

2. Happiness Manager

Tasks:

- Supporting the recruitment of SIA staff and volunteers
- Organizing team activities
- Supporting administrative tasks such as meeting management
- Defining processes for invoice management (in collaboration with the Financial department)
- Managing and archiving invoices and other relevant administrative documentation

Required Skills/Knowledge:

- Organizational talent
- Attention to detail

- Basic knowledge of MS Office tools and Google applications (especially basic Excel/Google Sheets knowledge)

Past Experience:

- No experience needed

Motivation:

- You are curious about the financial management of organizations
- You are a team player that enjoys bringing people together
- You are interested in diving into SIA team spirit and shaping it too

3. Program Master

Tasks:

- Supporting the delivery of workshops and events
- Adapting presentation slides and materials
- Organizing program activities when necessary (sign up lists, follow up emails, speakers briefs...)

Required Skills/Knowledge:

- Familiar with terms like design thinking, lean startup, and business model canvas
- Good knowledge of MS Office tools

Past Experience:

- You've organized an event or two before

Motivation:

- You are passionate about social entrepreneurship

4. Fundraiser

Tasks:

- Screening funding opportunities
- Researching and providing inputs for funding proposals and reports
- Researching the information for the funding proposals
- Proof-reading funding proposals and reports

Required Skills/Knowledge:

- Good writing/formulation skills
- Attention to detail
- Good research and analysis skills - researching information on the internet is your strength
- You are familiar with the Golden Circle
- Fluent in English and German

Past Experience:

- Ideally experience with applications for grants, funds, or other non-monetary support
- Understanding of the basic approaches to fundraising (fit in purposes, building funding cases, etc.)

Motivation:

- You want to help organizations get the needed funding
- You are interested in learning more about the social entrepreneurship ecosystem players in Austria and on an international level

5. Technical and IT Support

Tasks:

- Website management support
- Technical support during webinars and online conferences

Required Skills/Knowledge:

- Basic website management skills (WordPress)
- Basic knowledge of online tools such as Zoom or event platforms like Hopin
- Familiar with HTML (if no experience yet, at least eager to learn)

Past Experience:

- You have worked with online tools yourself
- Editing, creating content on an organization's website
- A plus: previous experience with streaming, podcasts, video editing, coding skills

Motivation:

- You are eager to learn about the IT systems behind a globally operating network
- You are interested in diving into the world of online education and its tools

6. PR/Communications Support

Tasks:

- Writing blog articles
- Preparing event announcements
- Writing and distributing press releases
- Conducting email marketing campaigns

Required Skills/Knowledge:

- German and English language is a must
- Strong written communication skills
- Attention to detail

Past Experience:

- Ideally, some prior communications/marketing/PR work in an organization
- A background in journalism is considered a plus

Motivation:

- You are interested in capturing and communicating cool stories from SIA and the social entrepreneurship field

7. SIA Germany Support

Tasks

- Organizing webinars and managing speakers
- Setting up a participant management system
- Conducting Email marketing campaigns

Required Skills/Knowledge:

- German Language is a must
- Good at planning and organizing events
- Good writing/formulation skills
- Attention to detail

Past Experience:

- No experience needed

Motivation:

- You are excited about establishing a new support system for young people in Germany
- You want to get insights on how to build a program from the ground up

8. Alumni Community Builder

Tasks

- Organizing online community events
- Online community management on our community's platform (FB/Slack)

- Support in building a database with our international alumni
- Curating opportunities for alumni
- Conducting email marketing campaigns

Required Skills/Knowledge:

- German and English language is a must
- Ability to connect (with) people and build meaningful relationships
- Planning, organizing, or even facilitating events and learning experiences
- Good understanding of social entrepreneurship and ability to connect to the needs of early stage / young social entrepreneurs

Past Experience:

- Being a member of other existing (online) communities is a plus
- Ideally, previous experience in community building and/or community management

Motivation:

- You are passionate about communities and eager to build ecosystems which can support the work of young social entrepreneurs
- You are excited to build structures from scratch, learn by doing and improve things on the go