

Geneva, 30 September 2025

Learning & Development Coordinator (50%, volunteer position)

Closing date: 22 October 2025

About NGO Management Association

The NGO Management Association (NMA) and its affiliated school support non-profit organisations in maximizing their performance and impact. Since 2007, we've conducted courses, provided consultancy, and offered coaching services in over 20 countries across Asia, Africa, the Middle East, Europe, and the Americas. We are a non-profit organisation based in Geneva and are self-financed.

Description

Under the guidance of NMA's Executive director, you will actively engage in our capacity development initiatives with organisations globally, fostering partnerships for humanitarian, development and peacebuilding endeavours. This unpaid volunteer position is for a period of three months and can be extended.

If you're an enthusiastic self-starter, you'll have the opportunity to play an active role in advancing our services for Non-Profits, gaining valuable experience along the way.

Responsibilities

Development of strategy

- Participate in the development of NMA's international communication and marketing strategy.
- Contribute to defining communication and marketing objectives and devising action plans.

Implementation of action plan

- Contact partner organisations, inquirers and participants of current and previous courses to assess their needs and propose NMA's services.
- Propose content for NMA's social media accounts on LinkedIn, Twitter and Facebook to promote NMA's services and respond to inquiries.
- Join the Executive director and other colleagues in calls and meetings with clients and new partners;
- Provide reports on findings and offer recommendations for enhancing our services further.
- Ensure that related administrative matters are handled efficiently.
- Take on other related tasks as needed.

Requirements

- Excellent English skills, written and spoken, French highly desirable
- Experience in communications, marketing and social media management
- Previous work experience in a non-profit organisation is desirable
- Excellent self-management and organization skills, solid verbal and interpersonal communication skills
- High level of autonomy and motivation, flexibility and good time management
- Proficiency in Word, Excel, and PowerPoint
- Ability to work well in a multicultural and collaborative team.

This volunteer position offers an exceptional opportunity to engage with organisations globally while gaining and refining management-level experience within a small, internationally-engaged NGO. Being part of our team will equip you with invaluable workplace skills and knowledge.

NGO Management Association is a registered Swiss NGO based in Geneva. For details, see www.ngomanager.org.

Details

The role is voluntary (unpaid) and part-time (approximately 20 hours/week), primarily remote with occasional work at our Geneva office. Enjoy a flexible schedule tailored to accommodate your other commitments, with covered work-related expenses. After your term, you will receive a letter of reference and a work certificate.

How to apply

If you have a passion for people and for getting things done, we would like to hear what sets you apart. To apply, please send your resume and motivation letter to volunteer@ngomanager.org. This volunteer position will be filled as soon as possible.

We are looking forward to hearing from you.

