



*"Stop building walls, start building bridges"*

*toolkit for volunteering with asylum seekers and refugees*

## **BB Toolkit Administrator needed**

The [Building Bridges](#) group is looking for a volunteer to help update and promote the [Building Bridges Toolkit](#) (aka BB Toolkit) over the summer. The BB Toolkit is being updated and very soon activists will be able to create an account in the website and upload directly [methods](#) and [case studies](#) for volunteer projects with asylum seekers and refugees. Read more details below:

**Volunteer position:** BB Toolkit Administrator

**Main aim of the volunteer:** Update the Building Bridges Toolkit with new information and promote its new features so more activists can start uploading themselves their know-how to the BB Toolkit website.

**Specific tasks:**

- Assist in promoting the new features of the Building Bridges Toolkit (through social media, mailing lists, and newsletter articles) and encourage activists and organizations to contribute with their know-how to it.
- Upload new [methods](#) and [case studies](#) to the BB Toolkit.
- Review methods and case studies uploaded by other people; communicate with them if they need to include additional information or approve them directly for to be published in the BB Toolkit.
- Assist in answering email requests for more information connected to the BB Toolkit.

**Team:** The BB Toolkit Administrator will receive guidance and work together mostly with the BB Toolkit coordinator, but also with the Building Bridges team when needed.

**Working hours:** Up to 8 hours per week (flexible according to the needs and willingness of the volunteer)

**Duration:** July – October 2017 (or longer in case the volunteer desires so)

**Location:** The work can be done online from anywhere, as long as you have a computer and Internet connection

**Requirements:**

- A very good level of written English and attention to detail
- Interest in the field of forced migration
- Interest in promotion (mainly through social media)
- Availability to Skype about once month with the team
- Responsibility and commitment to your tasks for the period of your volunteer service

**Benefits:** The position is a non-paid volunteer one, but it can offer you:

- Experience in website administration
- Overview of the projects and methods implemented throughout the SCI network (and beyond) in the field of volunteer work with asylum seekers and refugees as well as raising awareness about forced migration; contact with the activists, who organize them.
- Inspiration from all the amazing projects happening around the world in this field.
- Personal satisfaction that the know-how you assisted in uploading will help many activists internationally in their work towards intercultural understanding and peace.
- A letter of recommendation at the end of your volunteer service.

**Does this sound like something for you? Apply [here](#) by 9 July 2017!**