



Volunteer Opportunity SFCEP Administrative Support

The **Sudan Future Centre** is an **international group** of **leading economists and planners willing** to think outside the box to **find effective and creative solutions tailored to fit the unique Sudanese environment**. This **initiative proposes to address the distortions, deterioration and failures that have historically characterized and constrained the country's economy and its urban and rural planning**.

As the world has become a small village, **it is now possible to explore and share great ideas on a global scale**. Therefore, the Centre intends to draw upon the **Canadian experience** in economic best practices **which led to steady economic growth, regional collaboration, and healthy federal-provinces financial relations, as well as the urban/rural planning best practices that led to the creation of sustainable provincial, regional and municipal growth and great communities across the country**.

We are seeking a motivated and resourceful individual interested in contributing a few hours each week to help us move forward with meeting the goals and objectives of SFCEP.

Main Tasks	To carry out a variety of administrative support activities, including but not limited to: <ul style="list-style-type: none"> • Assisting with implementing and maintaining a records management system for SFCEP's digital files • Scheduling and coordinating meetings, workshops, symposiums, training courses and presentations. • Assisting with Organizing and leading fundraising campaigns • Reaching out and handle all correspondence with all identified partners • Sorting and distributing correspondence and information • Posting updates on the Centre's website
Main internal contact	Administrative Assistant
Start date	October 1 st 2021 or ASAP.
Time commitment	3 -4 hours per week, exact days to be determined based on applicant's availability.
Location	Online -based
Skills/Experience	<ul style="list-style-type: none"> • Experience with using Microsoft Office, databases, and word press • Ability to work as part of a small team • Good communication skills, both written and verbal.
What we can offer you	Volunteering with SFCEP will give you the opportunity: <ul style="list-style-type: none"> • To acquire and develop new skills • To build on your work experience • To gain insights about international development and planning • To expand your horizons and strengthen the ability to work independently • To potentially experience international travel opportunities • Please note: All expenses relative to travel are covered
Get in touch	If you think this opportunity could be for you, please contact: info@sfcep.org For additional information please visit our website in the link below: https://sfcep.org/