



Administration Volunteer

If you have a can-do attitude, consider yourself to be pro-active and organised, and can commit to a minimum of 1 day a week we would love to hear from you.

About School for Life Foundation

School for Life Foundation (SFL) is a non-profit organisation working in rural Uganda. We build holistic education models to empower communities to help themselves.

To date we have raised more than A\$9 million and mobilised the support of thousands of people around the world who have helped us:

- Build 3 schools (2 primary schools and 1 secondary);
- Educate 1,316 students annually;
- Employ more than 120 Ugandans as managers, teachers, construction workers, cooks and support staff;
- Provide 3 nutritious meals a day for all our staff and students;
- Provide clean drinking water sources (tanks and boreholes) to 2 rural communities;
- Provide 2 health clinics with full-time nurses to treat students and staff, decreasing absenteeism and increasing overall health for the community;
- Build bio-digesters and solar electricity systems to increase our projects' sustainability for the long-term; and
- Build sustainable businesses including a women's tailoring program called KUMI which employs 15 women as tailors, a piggery and goat farm.

We are currently seeking a volunteer to assist us with office administration tasks and supporting the wider team with fundraising, events and research support tasks.

Knowledge and skills:

- Knowledge of Microsoft office
- Experience using Canva and Salesforce desirable
- Excellent communication skills both oral and written
- Ability to take initiative and work independently

Please send your resume and cover letter outlining your availability and time commitment to Ishika Garg, Fundraising Coordinator at ishika@schoolforlife.org.au.