

Events & Promotion Specialist

Role Profile

Main objective

- To support with the implementation of our current Fundraising strategy.

Start date January 2025

Hours 12/week

Duration 4 months

Location Remote Working (must be based within the GMT to GMT+3 timezones)

Remuneration This is a voluntary role. There is no financial compensation associated with this role.

Benefits Develop skills in content creation, relationship building, and campaign execution while working with a dedicated and passionate team.
Mentoring support & training related to the role and your development interests.
Flexible working hours.
This role can be accounted as an official internship.

To apply, please fill in this [application form](#).

Purpose

Indigo Volunteers is seeking a proactive and creative Events and Promotion Specialist to join our team as a volunteer/intern. In this pivotal role, you will be responsible for collaborating with event organisers, crafting compelling content, and developing comprehensive promotion plans for fundraising events, campaigns, and CSR opportunities within our network.

As a small charity, we don't have a huge budget for communications - but we do have access to inspiring stories, powerful opportunities and an energetic team of colleagues. We're looking for a proactive and detail-oriented individual, and passionate about making a positive impact in the nonprofit sector and the lives of refugees.

This is an exciting opportunity to really help us grow engagement of our network and create a financially sustainable future for Indigo. If you think you have what it takes, please get in touch.

Responsibilities

- Conduct research to identify relevant events and campaigns Indigo can get involved in for fundraising purposes.
- Come up with event ideas that our network can take part in. Craft compelling calls to action that encourage our audience to get involved and support our initiatives.
- Work closely with the marketing team to develop effective marketing strategies to promote events, campaigns, and CSR opportunities to a wider audience.
- Provide valuable input to shape event concepts and ensure alignment with Indigo Volunteers' mission and brand.
- Monitor campaign performance metrics and adjust strategies as needed to optimise engagement and impact.
- Foster relationships with event participants, donors, and community members to drive ongoing engagement and support.
- Participation in the weekly team meetings.

Skills & Experience

- Strong written and verbal communication skills.
- Excellent research abilities, with a keen eye for detail.
- Strong organisation and planning skills.



- Strong team player.
- Interest in working remotely, managing your own time and multitasking.
- Familiarity with nonprofit marketing, event promotion, or fundraising is a plus.
- Previous experience and/or demonstrated interest in the refugees and migrants sector, knowledge of the responsible volunteering concept is welcomed.

At Indigo Volunteers we see our differences as our strength.

We are committed to cultivating an equal and fair working environment free from discrimination on the grounds of gender, marital status, race, ethnic origin, nationality, disability, sexual orientation, mental health, religion or age. We believe in promoting a sense of belonging, where our people are heard and valued and diversity of experience and perspective is celebrated.

About Indigo

Indigo Volunteers is a charity that recruits volunteers, supports grassroots organisations, and creates networks along the European refugee route. We believe in the power of ordinary people, and enable them to work together to support refugees and displaced people. We work within a community of remarkable grassroots charities, volunteers, sector experts, and humanitarian organisations that are positively dedicated to supporting communities coping with displacement, inequality, and social injustice. Have a read about us [on our website](#).

OUR VALUES

1. **Human-centred.** We put relationships, lasting collaborations and human wellbeing at the centre of everything we do.
2. **Humility.** We acknowledge that we do not have all the answers; we welcome feedback and strive to continuously learn.
3. **Accountability.** We follow through on our commitments; we are honest and transparent.

To apply, please fill in this [application form](#).

If this role interests you and you have the required skill set, but cannot meet the expected hours and would be more interested in working on a project by project basis, please fill in the application form and explain your availability in the last section.