

Volunteering Opportunities at Professionals Without **Borders**

All our volunteer roles offer a chance to work in an agile, collaborative environment, one of the most modern and widely adopted ways of working across industries. Volunteers will be mentored by experienced professionals, join strategy sessions, and gain hands-on exposure to digital tools like Miro and Trello.

We're looking for individuals who are committed, curious, and community-driven. The ideal volunteer has a growth mindset, enjoys giving back to the community, and is ready to learn. A minimum 3-month commitment is required for all roles.

1. Business Analyst

As a Business Analyst, you will help define and document internal processes, analyze performance data, and drive process improvements. You will collaborate closely with IT and strategy teams to identify gaps, streamline operations, and ensure that processes are clearly mapped and scalable.

Key Responsibilities:

- Analyze data to support decision-making
- Document and optimize internal processes
- Participate in process design and strategy discussions
- Collaborate with IT on automation and integration improvements

Ideal Background:

1–3 years of experience as a Business Analyst or in a similar role.

📣 2. Marketing Lead

Join us to shape and manage the marketing strategy for the *Professionals Without Borders* community. You'll be involved in defining email marketing campaigns, creating engaging content, and supporting the design of visual assets for webinars and social media. This role blends strategy with creativity and execution.

Key Responsibilities:

- Develop and execute marketing campaigns
- Design and manage email sequences (Systeme.io, HubSpot, or similar)
- Create content for newsletters, events, and webinars
- Coordinate branding efforts with the designer

Ideal Background:

Experience with Systeme.io, HubSpot, or a strong willingness to learn. Basic graphic design or Canva skills are a plus.

💻 3. IT Support Specialist

As an IT Support volunteer, you'll play a vital role in ensuring our tech ecosystem runs smoothly. You'll maintain the website, provide support for platform integrations, and collaborate with Business Analysts to implement process improvements.

Key Responsibilities:

- Manage basic website maintenance and updates
- Support system integrations (e.g., CRMs, marketing tools)
- Provide technical troubleshooting and advice
- Work closely with the Business Analyst on improvement initiatives

Ideal Background:

Some experience with website tools (wix and systeme), basic troubleshooting, and integrations.

🎤 4. Webinar Host & Event Coordinator

Take the lead in hosting our professional webinars in English, liaising with mentors and speakers, and managing logistics to ensure smooth and successful events. You'll collaborate with the marketing team to promote and deliver engaging experiences for the community.

Key Responsibilities:

- Host live English-language webinars and events
- Coordinate with mentors and guest speakers
- Manage event logistics and preparation
- Work with marketing to promote and follow up on events

Ideal Background:

Strong communication and organization skills; experience with event planning or hosting is a plus.



5. Designer (Visual & Brand Assets)

As a Designer, you will support the visual identity of Professionals Without Borders by creating engaging and consistent designs for webinars, social media, email campaigns, and community resources. This role is ideal for someone with an eye for design, creativity, and a passion for visual storytelling.

Key Responsibilities:

- Design graphics for webinars, events, and social media posts
- Support the creation of email banners, promotional assets, and community visuals
- Ensure brand consistency across platforms
- Collaborate with the marketing and webinar teams to deliver visually engaging content

Ideal Background:

Experience with tools like Canva, Adobe XD, or similar. Basic branding knowledge is a plus.

Core Skills for All Roles:

- Coachable and open to feedback
- Self-driven and reliable
- Curious and eager to learn
- Passionate about giving back to the community
- Comfortable working in a collaborative and remote setting

Reminder:

All roles offer hands-on learning in an agile environment, exposure to professional tools (like Trello, Miro), mentorship from experienced professionals, and the opportunity to help build a global community. A minimum 3-month volunteer commitment is required, minimum 5 hours a week.