

CALL FOR VOLUNTEERS

GENERAL VOLUNTEER

DESCRIPTION

Romedia Foundation

The Romedia Foundation is a Roma NGO located in Budapest, Hungary. We actively seek to contribute to a positive sense of Roma ethnic identity, combat gender inequalities within the Romani community, and provide authentic counter-narratives to policymakers through the generation and dissemination of media content. To achieve our goals, we offer a platform to amplify the voice of Roma individuals, especially women and youth, to share their experiences with local, national, regional, and global audiences.

General Volunteer

We are continuously on the lookout for individuals who share our commitment to better understanding the situation of Roma worldwide and who are dedicated to amplifying Romani peoples' voices as reliable sources of knowledge about their own experiences. As a volunteer with us, you will be afforded the opportunity gain insight into the circumstances that affect Romani communities, specifically those within Europe, as well as be exposed to both the complexity and importance of self-representation. Because of the nature of the work that we do, you will gain an in-depth understanding of cross-cultural sensitivity, interethnic dialogue, and transnational programming.

ESSENTIAL FUNCTIONS & OTHER RESPONSIBILITIES

Volunteers will assist us in the carrying out of various routine activities that are fundamental to our continued operations, which includes but is not limited to:

- ❑ **Administrative Support:** Upkeeping complex Microsoft Excel worksheets and Google Sheets, sending and receiving email correspondence, as well as scheduling meetings and preparing materials for events.
- ❑ **Film Production:** Contributing to the various stages of film production, helping to oversee internal tracking documents, as well as general research related to current and future projects.

- ❑ **Project Assistance:** Preparing reports to be presented to our financial supporters, gathering pertinent data on performance, as well as performing outreach related to upcoming activities and ongoing projects.
- ❑ **Social Media:** Creating digital media content to be disseminated with our virtual audiences, monitoring our current platforms for significant developments, as well as suggesting and making improvements to the official website.

REQUIRED QUALIFICATIONS & DESIRED KNOWLEDGE

It is important that our volunteers are and/or would like to become familiar with the global, regional, national, and/or local issues that affect Roma. It would be an asset if you have related knowledge, from volunteering with other civil society organizations and/or human rights initiatives, for example, but it isn't required. Given that we value and are eager to support you in the development of your expertise and the honing of your skills, we encourage you to communicate with us about what it is that you are keen to share with us and how you envision us assisting you throughout the process.

Language Proficiency

Proficiency in English and/or Hungarian is a must! If you are familiar with Romanes, it would be a tremendous asset, as would comprehension of any of the other languages spoken in Europe.

Technical Knowledge

Fundamental computer literacy, namely familiarity with the Microsoft Suite and Google Drive, is a must! It would be an advantage if you were able to work in the Adobe Creative Suite and/or have background in web design.

Time Commitment

Duration: **Flexible**

Schedule: **Flexible**

HOW TO APPLY

Please attach **Europass CV** and **Cover Letter** in an email addressed to internship@romediafoundation.org with the subject "General Volunteer."