



Volunteer Positions At Kitesong Global

This list is not exhaustive. If you have a skill or gift you'd like to offer, please write to us!

A pre-requisite for all our volunteers is a passion for our mission & vision to ignite hope, inspire faith and set dreams free all over the world.

We value a culture of honor, love, trust and empowerment and actively seek out people with these values. We see our volunteers as being part of our Kitesong Global family, and seek to develop an open, trusting and close relationship as we desire to see you fulfill your destiny and dreams for your life.

1. Administrative Executive:

We are looking for an Administrative Executive with a passion for providing administrative support relating to organization and communication, and to assist our Founder in various administrative correspondences.

Responsibilities:

- Organizing and maintaining records of our volunteers, partners and donors
- Following up with and managing our volunteers/partners through email correspondence
- Developing and maintaining a filing system
- Streamlining systems and digitizing forms/ processes
- Maintaining an organized database of all our publishing resources
- Assisting our Founder with other administrative duties

Hours per week: 2-3 hours/week

Requirements:

- Excellent time managements skills and attention to detail.
- Excellent written communication skills.
Strong organizational and planning skills.
- Knowledge of Word document, PowerPoint, and Excel.
- Experience with administrative work and a willingness to sow into our mission.
- Humility and adaptability.

2. Digital Marketing Executive:

We are looking for a Digital Marketing Executive who is passionate about using his/her IT and marketing skills to ensure that our resources (videos and otherwise) reach the right audience.

Responsibilities:

- Creating marketing materials for our partners
- Ensuring our website resources and materials are optimized on SEO searches for the right audience
- Improving on our toolkit packages for digital marketing purposes
- Creating a social media presence for Kitesong Global

Requirements:

- A degree related to or experience in IT, business/e-commerce or digital marketing

3. Graphic Designer:

We are looking for a graphic designer who is passionate about using his/her skills to create beautiful art for Kitesong Global to communicate its mission to the world. You will also be given the freedom to propose ideas and see them implemented!

Responsibilities:

- Creating engaging promotional material and/or products to share our vision

Requirements:

- A degree or experience in graphic design work
- Proficiency in Adobe InDesign and/or Photoshop

4. Animator:

We are looking for an animator with a heart to see our books translated into animated pictures all over the world in different languages.

Responsibilities:

- Creating animations from our books for different nations in different languages.

Hours per week: This is flexible. However, we do value commitment to deadlines set by yourself.

Requirements:

- A degree or experience in animation
- A willingness to work with our team to create beautiful animations in Kitesong's characteristic style.

5. Translators:

Currently, we are looking for translators who are fluent in both English and any of the following languages:

- Mandarin
- Khmer
- Arabic
- French
- Tetum

Responsibilities: Translation of our books and facilitation guides.

Hours per week: This is flexible. However, we do value commitment to deadlines set by yourself.

Requirements:

- Fluency in English and the 2nd language.
- Willingness to connect with our other volunteers to discuss the final translations.
- A deep connection and understanding of our books' messages and mission

