

ISTANBUL&I HUMAN RESOURCES TEAM RECRUITMENT

January 2021 - January 2022
Due: Monday, January 25, 2021

(Please click on the position's name in order to access the application form)

-HR Officers (~4/5 hours/week)

The Istanbul&I Human Resources (HR) Team needs to understand the organization's needs and make sure those needs are met. Being a part of the HR Team will improve your administrative and data management skills. People with strong analytical and organizational skills are encouraged to apply. They will refine their skills as they act as mediators between the volunteers of Istanbul&I and the Executive Board.

The HR Team will be led by the HR Coordinator, Bahar. There will be four HR Officers working under the HR Coordinator. Overall, HR has several responsibilities, including maintaining our databases, tracking volunteer activity, recruiting new volunteers, providing an orientation for new volunteers, staying in touch with our volunteers, managing the Istanbul&I Volunteers Facebook group, and more.

To be fair and to improve everyone's skills, HR Officers will be assigned one task for two months. After two months, they will switch responsibilities with another HR Officer to be able to improve and widen their skillset.