

# I S T A N B U L & I TEAM RECRUITMENT

February 2021 - February 2022

Due: Wednesday, February 17, 2021

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

## PROGRAMMING TEAM

**-English Speaking Club (ESC) Project Manager** (~3/5 hours/week)

Tasks include managing a speaking club for English language learners, host two one-hour sessions a week, and ensure there are enough moderators each session for all the levels.

**-Çaytalks Project Manager** (Responsible for planning one event a month)

Tasks include planning one ÇayTalks a month, coming up with the topic or theme for the discussion and preparing questions according to it, and working together with the Programming and Communications Coordinators to market the ÇayTalk events appropriately.

**-Culture Nights Programming Officer** (Responsible for planning one event a month)

Tasks include planning one Culture Night a month, choosing one culture or holiday to celebrate and learn about a month, finding people from that culture to host the event, and giving a presentation and come up with creative, fun activities related to the culture.

## FUNDRAISING TEAM

**-Fundraising Event Planner** (Responsible for planning one event a month)

Tasks include planning one fun fundraising event a month to help us raise money for Istanbul&I. Events can include shows, concerts, films, or any other creative social events.

## INFORMATION TECHNOLOGY TEAM

**-Translators** (~2/3 hours/week) Maximum Three needed

Tasks include translating formal written documents such as emails, invitations, and newsletter articles from English to Turkish (and sometimes vice versa), and translating the information on our website from English to Turkish.

**-Full Stack Web Developer** (~2/3 hours/week) Maximum Three Needed

Tasks include managing our current website ([www.istanbulandi.org.tr](http://www.istanbulandi.org.tr)) built on WordPress and adding new information or features to the website when needed. Should be able to create a website using technologies such as HTML, CSS, PHP, MYSQL, JS, JQUERY, or BOOTSTRAP in case it is needed.

**-Google Drive Manager** (~3/4 hours/week)

Tasks include keeping Istanbul&I's current and new files organized in a Shared Google Drive, slowly moving previous files created by old Board Members from 2016-2020 into the Shared Drive, and organizing them into the appropriate folders.

## ETHICS AND FINANCE TEAMS

**-Legal Assistant** (~2/3 hours/week)

Tasks include assisting the Ethics Council in ensuring that Istanbul&I is following all laws, doing research on legal measures when necessary. Should be a law student or familiar with Turkish laws related to NGOs.

**-Financial Assistant** (~1/2 hours/week)

Tasks include assisting the Financial Coordinator in managing Istanbul&I's budget and finances and keeping records of our donations.