



# TRUFI ASSOCIATION

## **JOB OPPORTUNITY: ADMINISTRATIVE COORDINATOR / VOLUNTEER COORDINATOR - FULLY REMOTE**

### **About Trufi Association**

We are **Trufi Association e.V.**, named after minibuses in Bolivia. Our mission is to make informal public transport in emerging cities and the megacities of tomorrow more attractive and accessible. We are an international NGO registered in Germany. We enable city authorities and local entrepreneurs to deploy a truly user-friendly multimodal journey planner app. We offer an open-source platform for localized multimodal journey planner apps that integrate official public transport, informal minibus routes and other transport systems like taxis. Our Trufi app supports any language, even local dialects, and runs on Android and iOS. Our first Trufi app launched in Cochabamba (Bolivia) and it is now available in Accra (Ghana), Duitama (Colombia), Addis Ababa (Ethiopia), Tetouan (Morocco), Herrenberg and Hamburg (Germany); with pilots being run in several other cities. We are truly excited about the work that we do, and hope that you will be too!

### **About the Role**

We are in full expansion mode and seek to make our startup more professional. This includes organizing many tasks, especially administrative and financial tasks. Trufi is a volunteer first organization and an important part of this role is motivating and encouraging volunteers to contribute alongside our part time paid staff. The Coordinator will work hand-in-hand with the Business Development Manager and Marketing & Communications Director and will report directly to the Executive Board.

### **Your Responsibilities and Tasks**

- Be a first point of contact and a friendly face for potential and current Trufi volunteers
- Onboard new volunteers, keep up to date with our current projects and needs, and set up each volunteer for success within the NGO
- Task manage a small team of part-timers
- Ensure that our volunteers get the support they need, have tasks that they find fun and engaging, and know who they can contact for help

- Chair regular meetings on various topics (i.e. marketing and communication, software development, HR & volunteering) to engage both staff and volunteers and make sure that everyone is aligned and on track
- Run virtual coffee hours, parties, and co-working sessions to better connect our network of global volunteers
- Support project managers on various projects and tasks
- Support the CEO and CFO with administrative and financial tasks
- Provide administrative and logistical support for projects, initiatives, and programs within an NGO environment
- Drafts contracts, budgets, and donor reports with direction from the CEO and CFO

## Helpful Skills and Qualifications

- Experience working with a volunteer run organization, or one that has a hybrid model of both paid staff and volunteers
- Experience working in a multicultural environment
- An understanding of collaborative work environments using Trello, Google Docs (Admin), Slack, etc.
- A positive and encouraging attitude! We rely on our volunteers and want them to feel welcomed and at home
- A basic understanding of [OpenStreetMap](#)
- An interest in public transportation and helping to change the world
- Excellent time management skills
- The ability to wear many hats – we are a small start up and enjoy being innovative and flexible within our roles
- While not essential, as English is our primary language, it could be helpful if you can understand and speak Spanish to a conversational level. We have many Spanish speaking volunteers on our team :)

## Why We Love Working for Trufi

We give millions of people access to the most convenient public transport options for getting from A to B, and we do this to empower their lives and help with climate change mitigation in line with SDG 11.

Our approach is built on passion, initiative, and innovation. We are a growing virtual community of supportive and passionate colleagues located around the world. Many of us are volunteers, and we appreciate that we can put bold ideas and out-of-the-box thinking into action. We have a clear strategy to deliver impact at scale and to maximize the reach of our work.

We give each other the support to learn and grow personally and professionally through our successes and the challenges we face. We use Slack, GSuite, Trello, and GitHub to collaborate effectively, and we have numerous practices to stay connected and mission-driven.

## Your Application

Apply now on [this Google Form](#) and send your CV to [jobs@trufi-association.org](mailto:jobs@trufi-association.org).

- Rolling applications
- Job start date: As soon as possible, latest start date August 1, 2022
- Competitive payment
- Part-time job: 20 hours/week, fully remote
- Internal applications favored

Don't meet every single requirement above? Please apply anyways! We are happy to receive your application and to hear more about why you think you are a great fit for the role.