



India Expedition Leader

Summary:

The ideal candidate is enthusiastic with experience in supporting the coordination and administration of expeditions/programs overseas.

Organization Overview:

Simbi Foundation is a research-led non-profit organization that works with its partner communities and academics around the world to develop lasting solutions that enhance meaningful and sustained access to education. We're a fast growing organization with extensive teams in Vancouver, Uganda, and India.

Responsibilities:

- Assisting with all operational, logistical and administrative duties related to the India Expeditions.
- Working closely and providing support to a wide range of audiences, including expedition participants, project partners, and TWSB team members.
- With an analytical approach, streamline processes where necessary.

Qualifications:

- Strong administrative and organizational skills
- Effective project and time management skills
- Excellent written and verbal communication skills
- Creative approach to problem solving
- Ability to build rapport
- Experience with coordinating oversea travels is a plus

Benefits:

This is a volunteer position. Expedition costs on the ground are covered.

Time Commitment:

5 hours per week

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