



GLOBAL INCLUSION FOUNDATION

Johannesburg, South Africa

hr@wearegif.org ✉
www.wearegif.org 🌐

JOB PROFILE: Operations & Admin Coordinator

Role Title: Operations & Admin Coordinator

Reports To: Executive Director

Type: Volunteer

Time Commitment: 4–6 hours per week

Role Purpose

To ensure smooth day-to-day operations at GIF by providing administrative support, volunteer coordination, and documentation management.

Key Responsibilities

- Manage volunteer onboarding, documentation, scheduling, and records.
- Maintain internal calendars, meetings, and email communication.
- Coordinate logistics for programmes, events, and workshops.
- Support overall operational efficiency across teams.

Competencies

- Strong organisational and administrative skills
- Certificate or Diploma in Office Administration, Business Administration, or a related field.
- Excellent communication and coordination ability
- Ability to manage deadlines and multiple tasks
- Professional, reliable, detail-oriented

Minimum Requirements

- Skilled admin or coordination experience
- Confidence using email, Google Docs, and WhatsApp
- Professional and organised working style

Education

- A certificate, diploma, or degree in Administration, Office Management, Business Management, Human Resources, or any related field
- OR currently studying in a related field
- OR demonstrated administrative competence through previous work or volunteering

Experience

- Experience in administration, coordination, office support, or volunteer management (NGO, school, church, work environment, or freelance admin all qualify)
- Comfortable handling scheduling, communication, and document management
- Experience coordinating events, meetings, or logistics is an advantage
- Exposure to basic systems like Google Workspace, email management, or calendars



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Skills

- Strong organisational and time-management abilities
- Excellent verbal and written communication
- Ability to manage logistics, schedules, and documentation efficiently
- Competent with Google Docs/Sheets, email, WhatsApp groups, and basic digital tools
- Detail-oriented, reliable, and able to multitask
- Professional conduct, confidentiality awareness, and strong teamwork orientation

How To Apply:

Send your CV to:
hr@wearegif.org

