

# WE ARE RECRUITING!

## INTERNATIONAL VOLUNTEER OPPORTUNITIES

***At Cuida d'bo, we work to ensure that every woman in Cabo Verde has access to essential healthcare and health education.***

We believe in the power of community and collective action to create meaningful change. We are committed to our mission, to the people we work with, and to the fundamental right to healthcare and prevention. We love working together and we are growing as a team for the benefit of everyone who is part of Cuida d'bo.

Does this sound like something you'd like to be part of? **We are currently looking for a people across different areas to strengthen our Volunteering team.**

We value:

- ✓ High levels of integrity and transparency
- ✓ A detail-oriented and proactive mindset
- ✓ Strong collaboration and team spirit
- ✓ Independence, while staying aligned and communicating clearly with the team.

### HOW TO APPLY:

Please send an email to [humanresources@cuidadbo.org](mailto:humanresources@cuidadbo.org) with:

- ✂ **Your CV** (max. 2 pages)
- ✂ **A motivation letter** (max. 1 page) explaining why you are the right for the vacancy and why this opportunity aligns with your interests

✂ **For Communications Specialist applicants only:**

We encourage you to share examples of previous communication-related work (e.g. social media content, graphic design, video editing, newsletters, websites, or campaigns), if available.

- ✂ Subject line: **"Application for [Position Name] – [First Name] [Last Name]"**

**Deadline:** Applications will be reviewed on a rolling basis until the positions are filled.

We encourage you to apply as soon as possible. If your profile matches our needs, we will contact you to invite you to the next stage.



# HEAD OF HUMAN RESOURCES

|                    |                          |
|--------------------|--------------------------|
| <b>Department:</b> | Human Resources          |
| <b>Reports to:</b> | Administration           |
| <b>Commitment:</b> | Up to 4-5 hours per week |
| <b>Type:</b>       | Volunteer (unpaid)       |
| <b>Location:</b>   | Remote                   |

The Head of Human Resources & Legal will lead and structure Cuida d'bo's people and compliance functions. This is a strategic leadership role with a hands-on component, ideal for someone who wants to contribute meaningfully in a flexible, time-limited capacity.

This position plays a key role in shaping how the organization attracts, engages, and supports volunteers, while ensuring strong governance and ethical standards.

## KEY RESPONSABILITIES

### Strategic Leadership

- Define and implement the HR and Legal strategy aligned with Cuida d'bo's mission and growth.
- Develop policies and processes adapted to a volunteer-based organization.
- Advise leadership on people management, organizational structure, and compliance.

### Volunteer Management

- Oversee recruitment, onboarding, and retention of volunteers across the organization.
- Design and continuously improve onboarding and engagement processes.
- Support team leads in managing and developing their volunteers.
- Foster a positive, inclusive, and mission-driven culture.

### Department Leadership

- Lead and coordinate the Human Resources and Legal functions.
- Ensure clear roles, responsibilities, and accountability within the department.
- Promote collaboration and effective communication across teams.

### Legal & Compliance

- Oversee basic legal processes and ensure alignment with relevant regulations.
- Support the development of internal policies and governance frameworks.
- Identify risks and recommend practical mitigation strategies.

## REQUIREMENTS

- Experience in Human Resources, Legal, Organizational Development, or a related field.
- Strong leadership and organizational skills.
- Experience managing teams (preferably in remote and/or volunteer environments).
- Ability to balance strategic thinking with practical execution.
- Interest in social impact, public health, or non-profit work.

## WHAT WE OFFER

- A meaningful leadership role in a growing, impact-driven NGO.
- Direct contribution to improving women's health outcomes in Cape Verde.
- Flexible commitment (maximum 4–5 hours per week).
- A collaborative, international, and purpose-driven environment.
- Opportunity to shape foundational structures and practices.



# FUNDRAISING AND EXTERNAL RELATIONS DEVELOPER

## FULL DESCRIPTION

**Department:** Fundraising and External Relations

**Reports to:** Head of Department

**Commitment:** Up to 4-5 hours per week

**Type:** Volunteer (unpaid)

**Location:** Remote

The Fundraising and External Relation Developer will support Cuida d'bo's fundraising activities, focusing on identifying grant opportunities and assessing eligibility criteria. The ideal candidate will be based in Brussels and demonstrate a strong interest in coordinating events with local partners, as well as representing the organization at community gatherings to strengthen and expand its network.

## KEY RESPONSABILITIES

### Grants & Funding

- Identify grants and funding opportunities relevant to Cuida d'bo's mission and activities.
- Assess eligibility criteria and prepare initial evaluations for the team.
- Support the team in drafting grant applications and project proposals.
- Contribute to project management tasks related to funded initiatives.

### Events & Partnerships

- Serve as the primary point of contact for partnership events in Brussels with a fundraising purpose.
- Coordinate logistics, communication, and follow-up with local partners.
- Attend events on behalf of Cuida d'bo to ensure strong representation and relationship-building.
- Support the organization of community events aimed at increasing visibility and engagement.

### External Relations

- Identify major events and opportunities in Belgium (and potentially Europe) that align with Cuida d'bo's mission.
- Participate as an official Cuida d'bo representative, together with the team, to strengthen presence and network.
- Contribute to building and maintaining strategic relationships with stakeholders, institutions, and community actors.

## REQUIREMENTS

- Strong initiative, autonomy, and self-driven motivation.
- Genuine interest in and commitment to Cuida d'bo's cause.
- Experience with grants and funding processes (considered an asset).
- Experience in project writing or proposal development (considered an asset).
- Excellent communication and organizational skills.
- Ability to engage confidently with partners, institutions, and community members.
- Ideally based in Brussels or able to attend events regularly in the city.

## WHAT WE OFFER

- A meaningful role in a growing, impact-driven NGO.
- Direct contribution to improving women's health outcomes in Cape Verde.
- Flexible commitment (maximum 4–5 hours per week).
- A collaborative, international, and purpose-driven environment.
- Opportunity to help continue Cuida d'bo's action.



# HEALTH EDUCATION PROGRAMS LEAD

## FULL DESCRIPTION

- Department:** Health Initiatives
- Reports to:** Head of Department
- Commitment:** Up to 4-5 hours per week
- Type:** Volunteer (unpaid)
- Location:** Remote, with potential for sporadic visits to the field

We are seeking a Health Education Programs Lead to design, develop, and coordinate, educational initiatives within our Health Initiatives Department. You will help translate medical and public health knowledge into accessible, culturally sensitive educational programs for Cabo Verdean women, while also contributing to capacity-building initiatives for healthcare professionals.

## KEY RESPONSABILITIES

### Educational Programs for Women

- Identify unmet health needs in Cabo Verdean society
- Design and structure educational programs focused on gynecological health, cancer prevention, early detection, and patient empowerment through knowledge
- Develop health initiatives to promote cancer literacy among community

### Educational Initiatives for Healthcare Professionals

- Identify gaps in the Cabo Verdean health system and contribute to the development of training and awareness initiatives aimed at healthcare professionals

### Strategic Contribution

- Contribute to the broader health education strategy of Cuida d'bo
- Help identify gaps in health knowledge and opportunities for impact
- Support pilot initiatives that can be scaled over time

## REQUIREMENTS

- Strong initiative, autonomy, and self-driven motivation.
- Genuine interest in and commitment to Cuida d'bo's cause.
- Experience with grants and funding processes (considered an asset).
- Experience in project writing or proposal development (considered an asset).
- Excellent communication and organizational skills.
- Ability to engage confidently with partners, institutions, and community members.
- Ideally based in Brussels or able to attend events regularly in the city.

## WHAT WE OFFER

- A meaningful role in a growing, impact-driven NGO.
- Direct contribution to improving women's health outcomes in Cape Verde.
- Flexible commitment (maximum 4–5 hours per week).
- A collaborative, international, and purpose-driven environment.
- Opportunity to help continue Cuida d'bo's action.



# COMMUNICATIONS SPECIALIST

## FULL DESCRIPTION

- Department:** Communications
- Reports to:** Head Communication
- Commitment:** Up to 4-5 hours per week
- Type:** Volunteer (unpaid)
- Location:** Remote, with potential for sporadic visits to the field

The Communications Specialist will support Cuida d'bo's communication activities across digital channels, helping strengthen the organisation's visibility, engagement, and storytelling. The role combines content creation with strategic thinking and is ideal for someone passionate about social impact, women's health, and purpose-driven communication.

## KEY RESPONSABILITIES

### Digital Communications & Content Creation

- Support the implementation of Cuida d'bo's communication strategy across digital channels.
- Create and adapt content for social media, website, and other communication materials.
- Develop engaging visual and written content aligned with the organisation's brand and mission.
- Contribute ideas for communication campaigns, initiatives, and audience engagement activities.
- Support website content updates and maintenance.

### Social media & Community Engagement

- Support the management of Cuida d'bo's social media channels.
- Monitor content performance and identify opportunities to improve engagement and reach.
- Help strengthen relationships with supporters, volunteers, partners, and the broader community.

### Multimedia & Storytelling

- Create basic graphic design materials for digital communication needs.
- Edit short-form videos and visual content for social media and awareness campaigns.
- Support the collection and dissemination of stories, testimonials, and impact-related content from the field.

## REQUIREMENTS

- Education or training in Communications, Journalism, Marketing, Graphic Design, Audiovisual Communication, or a related field, or equivalent relevant experience.
- Strong written communication skills and attention to detail.
- Good knowledge of social media platforms and digital communication tools.
- Experience creating content for digital channels.
- Basic graphic design and video editing skills.
- Fluency in English and Portuguese.
- Ability to work independently while maintaining regular communication with the team.
- Genuine interest in social impact, public health, women's health, or non-profit work.

## WHAT WE OFFER

- A meaningful role in a growing, impact-driven NGO.
- Opportunity to contribute ideas, shape communication activities, and grow alongside the organisation.
- Direct contribution to improving women's health outcomes in Cabo Verde.
- Flexible commitment (maximum 4–5 hours per week).
- A collaborative, international, and purpose-driven environment.

