



Hello from Friends-International in Thailand We're looking for an **ADMIN VOLUNTEER/INTERN**

Are you looking for a meaningful and rewarding volunteering experience?

If you answered 'yes', then you may just be the person we need.

WE ARE

Friends-International (FI), an award-winning NGO has been working in Thailand as Peuan Peaun since 2006. Our vision is a world where every child, young person, and their caregivers are safe from harm and can access education, training and job opportunities to fulfil their potential as productive, functional citizens of their countries.

THE ROLE

We would like to welcome an Admin Volunteer or Intern to join our team in Bangkok office (Sukhumvit 36). This position would be ideal for:

- students willing to learn about admin/office work or
- people with admin work experience who wish to volunteer

Your role will be to provide support to our teams in Bangkok and Pattaya such as:

- help with office paperwork and keep files well organized
- assist teams with letters and communication with the government
- assisting managers in following the HR procedures

This position is unpaid, but we can offer a small stipend to support you.

Does this describe you?

- A dynamic team player who is passionate about working for the protection and education of marginalized children, youth and their families
- Strong interest in learning about administrative work
- Well-organized and you enjoy supporting others
- Skilled with Microsoft Office
- Ideally available for 6 months or more (both part-time and full-time is welcome!)
- A native Thai speaker, with basic English skills for daily communication

Sounds good! Great! Please email your CV with your Cover Letter now to hr.thailand@friends-international.org and let's talk more.

In compliance with our Child Protection Policy and Protection against Sexual Exploitation and Abuse Policy, all applicants will undergo an extensive background check.

Friends team