



TERMS OF REFERENCE (ToR)

Volunteer Positions – Jonica Foundation

1. Community Engagement Volunteer

Purpose of the Role

To support Jonica Foundation in engaging communities, mobilizing beneficiaries, and strengthening relationships with local stakeholders to ensure programs reach the intended populations effectively.

Key Responsibilities

- Support community outreach and mobilization for Jonica Foundation programs and activities.
- Engage community members, local leaders, and groups to create awareness about the Foundation's work.
- Assist in organizing community meetings, forums, and program activities.
- Collect feedback from community members and share insights with the program team.
- Support identification of community needs and gaps relevant to Jonica Foundation's mission.

Expected Commitment

- Minimum of 5–10 hours per week
- Availability during community activities (some may be on weekends)

Required Skills & Qualities

- Strong communication and interpersonal skills
- Experience working with communities is an added advantage
- Respect for confidentiality and community dynamics
- Willingness to work in grassroots settings

Reporting Line

Reports to the executive director.

Empowering vulnerable mothers in Kenya to heal, rise, and build sustainable futures.

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2. Finance & Fundraising Volunteer

Purpose of the Role

To support basic financial tracking, transparency, and fundraising efforts to help Jonica Foundation sustain and grow its programs.

Key Responsibilities

- Assist in tracking donations, expenses, and basic financial records.
- Support preparation of simple financial reports for internal use.
- Assist in fundraising initiatives such as campaigns, events, or donor outreach.
- Help identify potential funding opportunities, grants, or partnerships.
- Support donor documentation, acknowledgments, and record keeping.

Expected Commitment

- 4–8 hours per week
- Flexible, task-based engagement

Required Skills & Qualities

- Basic knowledge of budgeting or financial tracking
- Familiarity with Excel or Google Sheets
- High level of honesty and attention to detail
- Interest in nonprofit sustainability and fundraising

Reporting Line

Reports to the Executive Director.

3. Program Support Volunteer

Purpose of the Role

To support planning, implementation, and follow-up of Jonica Foundation programs to ensure activities run smoothly and beneficiaries receive quality support.

Key Responsibilities

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- Assist in planning and coordination of program activities and trainings.
- Support facilitation during sessions, workshops, or field activities.
- Help with attendance tracking, data collection, and basic reporting.
- Support follow-up with beneficiaries after activities.
- Identify and communicate challenges encountered during program delivery.

Expected Commitment

- 6–10 hours per week
- Availability during program implementation days

Required Skills & Qualities

- Strong organizational and coordination skills
- Ability to work in a fast-paced and flexible environment
- Interest in community development and social impact
- Good teamwork and problem-solving skills

Reporting Line

Reports to the executive director.

4. Communication & Social Media Manager Volunteer

Purpose of the Role

To increase Jonica Foundation's visibility, engagement, and storytelling through consistent and impactful communication and social media presence.

Key Responsibilities

- Create and post content for social media platforms (Facebook, Instagram, LinkedIn, X).
- Support development of simple communication materials such as posters, captions, and updates.
- Document activities through photos, videos, and short stories (with consent).
- Respond to messages and comments in a professional manner.
- Support campaigns, events, and fundraising communications.

Expected Commitment

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- 4–6 hours per week
- Consistent online availability

Required Skills & Qualities

- Basic content creation and social media management skills
- Ability to write clear, engaging, and respectful content
- Understanding of ethical storytelling and consent
- Interest in social impact communication

Reporting Line

Reports to the Executive Director.

General Conditions for All Volunteers

- All applications should be submitted by 17th January 2026. Shortlisted candidates will be contacted for interviews.
- This is a volunteer position for an initial period of 6 months – 1 year, subject to availability and performance. Applications will be reviewed on a rolling basis until the positions are filled.
- Volunteers serve in a non-paid capacity with a small stipend.
- Jonica Foundation will provide orientation and necessary guidance.
- Volunteers are expected to uphold the Foundation's values, confidentiality, and safeguarding principles.
- A certificate of participation may be issued upon successful completion of the volunteer period.
- Volunteers will receive communication data bundles.

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