



# 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.**  
[www.jonicafoundation.org](http://www.jonicafoundation.org)



## 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 17<sup>th</sup> 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.