



# KAHANE FOUNDATION

- Student Assistant (20%) - Basel - per 1.5.2022 -

The Kahane Foundation, founded in 1991, is an independent Swiss, privately funded, non-political and non-religious charitable foundation. We support civil society organisations working in Accessibility, Migration/Inclusion and Social Mobility with a geographical focus on Europe, the Middle East, Northern Africa and Turkey. We are a small team working from our office in the Haus der Stiftungen in Basel and, at times, from home.

To support our team we are looking for a resourceful and motivated Student Assistant (20% - potentially more depending on need and availability) with the following qualifications:

- Studying a Bachelor's or Master's degree in a field related to our work
- Ideally some experience (working or volunteering) or network in a field associated with our focus
- Good research, writing, editing and proofreading skills
- Excellent English and German (written and spoken), knowledge of Arabic, Turkish, Italian or Greek would be of benefit
- Proficient in Microsoft Office, especially PowerPoint and Excel
- Ideally experience with Social Media (esp. LinkedIn) and Mailchimp
- Must be eligible to work in Switzerland
- Good communication skills, ability to work independently and as part of a team
- Emotionally & culturally sensitive. Values diversity and contributes to an inclusive and respectful working environment
- A high energy level, a down to earth personality and a sense of humor
- Ideally, we are looking for a Student Assistant who can commit for at least a year

What we offer:

- An international, open, inclusive and lively work environment
- The opportunity to learn philanthropy on the job (due diligence, site visits, grant management, interaction with other foundations)
- Strong learning possibilities in our three focus areas
- A high level of flexibility and responsibility
- Fair compensation
- A nice working space in the Haus der Stiftungen in Basel

We want to foster a diverse and inclusive working environment, and this includes our application process. If you require any accommodations in order to participate in the application process, please contact us at the email address provided below. All information you provide will be handled confidentially.

Starting date: May 1st 2022 or as agreed upon.

We are pleased to receive your cover letter and resume via [jobs@kahanefoundation.org](mailto:jobs@kahanefoundation.org) before Tuesday, March 1st 2022.

Selected applicants will be invited to two interview rounds, which will take place between March 15th - April 6th 2022.