

Top International Volunteer Positions



Mission

Here at Top International Project, we're transforming lives by providing access to high-quality educational opportunities for children, youths, and adults, promoting lifelong connections in a safe, supportive, and culturally inclusive environment.



Vision

Top International Project strives to help connect people with similar interests and passions, providing a new opportunity to develop a community of social entrepreneurs who'll take the next step in the world of business.

Our Values



Collaboration

Help and support each other, creating a culture of cooperation.



Innovation

Turn challenges into opportunities. Create and anticipate change by encouraging new ideas.



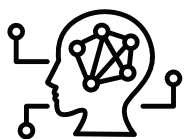
Volunteerism

Elevate others, and offer a support system during difficult times.



Integrity

Conduct all business matters with the highest level of integrity.



Continuous Learning

For new opportunities and skills.

What We Do

English classes

We offer English classes (in person and/or online) for learners of all ages and ability levels, including children, high school students, university students, and professionals in the fields of business, technology, communications, humanities, tourism, and many other areas.

Preparing for proficiency exams

Our services are also ideally-suited to those who are preparing for proficiency exams such as TOEFL and IELTS, as well as for all those who want to acquire fluency and confidence in the English language through highly personalized classes covering topics of students' personal interests.



The materials and methods used are selected based on the students' professional goals and current and aimed mastery of the language.

[About Us](#)

WHY ARE WE INTERESTED IN HAVING VOLUNTEERS FOR THIS PROJECT?



With the collaboration of volunteers, we will be

able to improve the project and expand the services we offer to the community.



Volunteers from a variety of areas can bring specialized skills, knowledge and experiences to the project that our current participants may not have.

VOLUNTEER POSITIONS

Click on each position to find out more

- 01** Volunteer Coordinator
- 02** Administrative Assistant
- 03** Business Development Officer
- 04** English Teacher
- 05** English Mentor

- 06** Translation assistant
- 07** Social Media Assistant
- 08** Content Creation Assistant
- 09** Community Group Leader
- 10** Create your own activity

VOLUNTEER COORDINATOR



Purpose

The Volunteer Coordinator helps organize all aspects of volunteering, from recruiting new volunteers to promoting training, supervision and evaluation activities.

Key Responsibilities

Organize events to recruit volunteers

Regular meetings to check volunteer progress, solicit and offer feedback etc

Offer training

Location: Online and/or In-person

Length of Appointment: 3 months to 1 year (or more)

Time Commitment: At least 1h per week

Qualifications

- Strong interpersonal skills
- Experience managing people
- Multi-tasking and time-management skills, with the ability to prioritize tasks

Benefits

Authentic English practice, Educational opportunities, work experience.

Broaden your professional network while interacting with various personalities and organizations.

Upon reaching target goals, we will provide you with a recommendation letter that can be added to your LinkedIn/CV.

Follow a flexible work schedule, which you can work around to your existing appointments.

Make an impact on the lives of underprivileged children by helping make quality education accessible to them.

Free t-shirt.

Support provided: Volunteer handbook and orientation.

ADMINISTRATIVE ASSISTANT



Purpose

Efficient and effective administration is vital to the overall success of Top International Project. Administrative Assistant Volunteers serve a necessary and important role in improving our administration

Key Responsibilities

Work with staff to perform tasks as assigned.

Receiving and sending e-mail and telephone calls.

Taking notes and minutes at meetings.

Location: Online and/or In-person

Length of Appointment: Minimum 3 months

Time Commitment: At least 1h per week

Qualifications

- Experience working in the area
- Have or be pursuing a college degree in a related field

Benefits

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BUSINESS DEVELOPMENT OFFICER



Purpose

The Business Development Officer will work closely with the founder, to plan and implement improvement strategies to grow the company.

Key Responsibilities

Create and implement project plans and strategies.

Help develop and organize business documents, and events.

Location: Online and/or In-person **Time Commitment:** At least 1h/week

Length of Appointment: Minimum 6 month commitment

Qualifications

- Bachelor's degree or MBA in business related area
- Social mindset
- Experience organizing/managing projects
- Self-learner
- Ability to maintain the highest level of professionalism

Benefits

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ENGLISH TEACHER



Purpose

Help plan lessons and teach or assist in teaching classes provided at the CRJ center and/or online.

Key Responsibilities

Teach lessons

Prepare lesson plans

Assign tasks to students

Administer tests

Grade student work

Participate in educational events

Location: Online and/or In-person

Length of Appointment: Minimum 3 month commitment

Time Commitment: At least 1h/week

Qualifications

- Bachelor's degree in the field of education, or currently studying undergraduate program in Education
- Candidates with teaching experience are preferred

Benefits

Authentic English practice, Educational opportunities, work experience.

Broaden your professional network while interacting with various personalities and organizations.

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ENGLISH MENTOR



Purpose

English Mentors assist low-level English students that are participating in our free courses by providing language support to help them improve their listening, speaking, reading and writing skills.

Key Responsibilities

Meet with your assigned student(s) once a week (either online or in-person) to see how they are doing with their course assignments/tasks.

Check in by sending WhatsApp text and voice messages in English, to help them practice.

Location: Online and/or In-person

Length of Appointment: 3 months to 1 year (or more)

Time Commitment: At least 1h/week

Qualifications

- Advanced English level
- Positive attitude
- Enjoy working with young people
- Background/experience in the field of education.

Benefits

Authentic English practice, Educational opportunities, work experience.

Follow a flexible work schedule, which you can work around to your existing appointments.

Broaden your professional network while interacting with various personalities and organizations.

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Support provided: Volunteer handbook and orientation, ongoing support meetings

TRANSLATION/ PROOFREADING ASSISTANT



Purpose

Help translate/proofread content that is created for the Top International Project.

Key Responsibilities

Convert text and audio recordings in one language to another (English to Portuguese, Portuguese to English)

Proofread translated texts for grammar, spelling and punctuation accuracy.

Prepare subtitles for videos, transcripts for podcasts.

Location: Online and/or In-person **Time Commitment:** At least 1h/week

Length of Appointment: Minimum 3 months

Qualifications

- Advanced English language skills
- Experience working in the area is a plus
- Portuguese Native speaker

Benefits

Authentic English practice, Educational opportunities, work experience.

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Are you passionate about Social Media and consider yourself to be a very creative person?

We're seeking a Digital Marketer/Social Media volunteer to aid us in the management and development of our social media platforms.

As a Social Media/Marketing Coordinator you will help **develop original content and suggest creative ways to attract more customers and promote our brand.**

SOCIAL MEDIA ASSISTANT



Purpose

Help design and implement social media strategies to align with business goals.

Key Responsibilities

Engage social media platforms: Facebook, Instagram and Twitter by developing content and organizing online events.

Prepare monthly reports on Social Media

Marketing efforts

Communicate with social media followers

Analyze marketing and website performance data to develop insights and make recommendations for optimal integration of Website, social media, and email marketing tools.

Location: Online and/or In-person **Time Commitment:** At least 1h per week

Length of Appointment: 3 months to 1 year (or more)

Qualifications

- Must have social media experience personal or including planning and managing content in a corporate, or agency setting
- Knowledge of Facebook, Twitter, Instagram, Youtube, and LinkedIn
- Have a thorough understanding of social media management and strategy
- Multi-tasking and time-management skills, with the ability to prioritize tasks.
- Creativity

Benefits

Authentic English practice, Educational opportunities, work experience.

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CONTENT CREATION ASSISTANT



Purpose

Content creation assistant is responsible for creating, reviewing and editing content for the company which will be published on the company's websites and social media pages. Content creators are expected to work simultaneously with the marketing team to maintain consistency between marketing campaigns and content published.

Key Responsibilities

Help create content in the form of posts, articles, podcasts or videos, for our website and social media platforms.

Content needed: English language learning materials, Portuguese for foreigners: Blog posts + Material about entrepreneurship.

Location: Online and/or In-person **Time Commitment:** At least 1h/week

Length of Appointment: Minimum 3 months

Qualifications

- Experience working in the area
- Have or be pursuing a college degree in a related field

Benefits

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Follow a flexible work schedule, which you can work around to your existing appointments.

Broaden your professional network while interacting with various personalities and organizations.

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TOP COMMUNITY GROUP LEADER



Purpose

Group Leaders are responsible for organizing and facilitating community meetup groups on a weekly basis for local residents.

Key Responsibilities

Attend weekly group meetings

Take notes on important topics brought up in meetings and share them with other TIP leaders

Become familiar with supportive listening techniques and use them while facilitating community group meetings

Help guide discussion during group meetings

Location: Online and/or In-person **Time Commitment:** At least 1h per week

Length of Appointment: Minimum 3 months

Qualifications

- Advanced English language skills
- Portuguese Native speaker
- Experience working in the area is a plus

Benefits

Authentic English practice, Educational opportunities, work experience.

Broaden your professional network while interacting with various personalities and organizations.

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Follow a flexible work schedule, which you can work around to your existing appointments.

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Support provided: Volunteer handbook and orientation, ongoing support meetings

Create Your Own **Activity**

Do you have your own idea to help out that you want to put into action?

We'd love to hear about it!

Please tell us about it in the Volunteer Interest form



[Volunteer Interest Form](#)

Requirements

- Candidates must be at least 18 years old
- Complete volunteer application form complete with references
- All candidates must pass a criminal background check and informal interview
- All volunteers must sign a confidentiality statement, agree to all terms of the confidentiality agreement and personally commit to keeping the confidentiality of TIP and clients at all times
- Volunteers must support and follow all guidelines, policies and procedures associated with TIP
- Attend and complete 10 hours of Volunteer training as well as all other training requirements
- Complete on-going training during the year (when available)
- Attend volunteer meetings

Qualifications For All Volunteer Positions



Willingness to work within guidelines, policies, standards and mission statement of TIP.



Awareness of and sensitivity to cultural/ethnic differences and/or willingness to learn. (Experience with diverse cultures and situations is desirable but not mandatory.)



Willingness to learn, listen and be open minded when working with participants from the favela.



Ability to work in stressful environments.



Ability to work as a team player and accept guidance and direction from staff members.



Strong communication skills and ability to follow directions.



Second Language abilities (English/Portuguese/Spanish) are highly desirable but not mandatory.

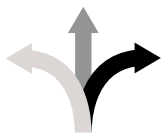
Desired traits in a volunteer



Positive attitude and a sense of humor



Growth mindset



Flexibility



Interest in or a personal connection to the cause



A heartfelt desire to serve/help those in need

Top International Volunteer Selection Process

1

[Complete the sign up form here.](#)

2

After you complete the registration form below, the Top International Project team will review your application, this may take up to **one week** depending on the amount of applications we have received. No further action is necessary until you hear from us. We will contact you by e-mail informing you whether or not you pass to the second step.

3

The second step of the Selection Process is the informal interview (usually over the phone). In this call we will talk about your registration form, volunteer activity and ask a few simple questions to get to know you. After this call we will contact you by e-mail to give you an update on your application (both if you pass and do not pass to the third step).

4

The third step of the Selection Process is the formal interview (held online). We talk more about your Volunteer Role and you will have the opportunity to ask us any questions about the position/our company.

Frequently Asked Questions

Why should I volunteer with Top International Project?

You will have the unique experience of helping a startup educational company grow/improve its business. By Volunteering you can use your experience and skills to make a difference in the lives of people that really need your support. Also, volunteering helps you as a person in many ways. Check out our blog post: [5 Great Reasons to become a Volunteer](#) to find out more!

Does Top International Project accept groups?

Yes, we do! Please send us a message with more information about your group, the number of participants etc. Each person in the group should fill out a Volunteer Interest form so we can get to know more about their interests and how they can help out..

Will I work alone or with other volunteers?

You can choose to work alone or with other volunteers, this goes for both in-person + online work.

