

St. Gallen Officer - Events & Programmes

Do you want to join a fast-paced, student-led, social impact charity? Are you looking for meaningful, international experience and a community of like-minded, ambitious people?

Project Access is expanding its activities at the University of St. Gallen and we are looking for a proactive and organised individual to lead the events and programme activities of the Project Access St. Gallen Hub.

You will lead **Events & Programmes** for the Project Access St. Gallen Hub, you will take ownership of the mentoring journey and programme experience for mentees and mentors in St. Gallen. You will work closely with the hub leadership and the wider Project Access team to design, coordinate and continuously improve programme activities.

Responsibilities include:

- Designing and overseeing the mentoring journey for mentees and mentors within the Project Access St. Gallen Hub.
- Planning and coordinating programme related events such as workshops, webinars and networking sessions in St. Gallen.
- Working closely with the mentor and mentee relations teams to ensure the programme supports participants throughout the application process.
- Monitoring engagement and collecting feedback to continuously improve the programme experience.
- Developing resources and materials that guide mentees through the mentoring journey.

The ideal applicant is...

- [ESSENTIAL] Currently studying at the University of St. Gallen.
- [HIGHLY DESIRABLE] Graduating in 2027 or later.
- A driven, pro-active, and sociable individual who enjoys working with people.
- Comfortable building a community and being a Project Access spokesperson on campus.
- Comfortable contacting university representatives to promote Project Access.

You will get...

- The chance to improve your communication and organisational skills.
- To build a great community of talented and ambitious students.
- To spread awareness of our mission to get students from underrepresented backgrounds into their dream universities.

The position is an unpaid, volunteer role that will require 3-5 hours of work per week, with flexibility during busy times of year (e.g. during exams).

If you have any questions, please do not hesitate to get in touch with Fabian at fabian.claussmeyer@projectaccess.org or Justus at justus.binder@projectaccess.org.