



CHEZUBA

**HOW TO CREATE AN
ATTRACTIVE PROJECT**



WHAT IS AN ONLINE VOLUNTEERING PROJECT?



It will get you a **VOLUNTEER** that will help you with the tasks that can be finished online.

IT is similar to a **JOB LISTING** for a volunteer.

It serves the potential volunteer to understand what kind of work you will ask him/her to do.

The volunteers are taking up the work on your project during their free time apart from their studies/job. They expect to work **2-8 hours a week** and be engaged with you for 2-8 weeks.



WHAT

1. PROJECT TITLE

2. PROJECT DESCRIPTION

3. PROJECT REQUIREMENTS

4. PROJECT ROADMAP

5. PROJECT IMPACT

6. DURATION & TIME COMMITMENT

HOW

What work should be done? Keep it short and crisp, only include the title of the job.

Shortly describe what work should be done and for whom.

Select at least 3 requirements you have from a volunteer, what kind of skills, expertise or experience they should have?

Structure the project in at least 3 steps that will help the volunteer carry on the work.

How will the completed project help your organization or a community you serve? Try to use specific cases or tangible results.

When do you need the work to be done? Volunteers are expected to work about 2-8 hours a week.

EXAMPLE

- **Social Media Campaign, Website Maintenance, Document Translation, Fundraising Proposal**
- **Translation of a 44-page document about child abuse from Spanish to English that will serve for internal use and external report.**
- **Proficient in both written English and Spanish**
- **Translation experience**
- **Excellent content writing skill**
- **Understand the topic and mission of NGO**
- **Translate first 20 pages, receive feedback**
- **Implement changes, finish rest of the translation by the end of the month**
- **The translated document will be used to conduct research on child abuse and provide evidence to the national government to implement new policies and programs**
- **Duration: 4 weeks**
- **Time commitment: 4 hours/week**



PROJECT SAMPLE 1

Translation English to Spanish

Description

Translation of the "Model National Response to Preventing and Tackling Child Sexual Exploitation and Abuse" document of the WeProtect international alliance. The translation is from English to Spanish of the document that contains 44 pages (41 pages of written content) for internal use.

Project Roadmap

Step 1

1. Agreement between NGO and volunteer 2. Translation of the document 3. feedback from NGO 4. Approval of translation by NGO team

Impact

The translated document will be used to conduct a national needs assessments on online child sexual exploitation in Peru. These needs assessments are critical to providing evidence to the government to implement national strategies and programs to prevent and respond to online child sexual exploitation.

Duration

2 Week(s)

Time Commitment

8 hrs/week

Time Period

Flexible

[Details](#)

[Requirements](#)

[About NGO](#)

Skills Needed

- Content Writing

Requirements

- Fluent in written English
- Fluent in written Spanish
- translation skills



PROJECT SAMPLE 2

Ensure painfree smiles for critically ill patients

Description

In India, out of the 1 million new cancer cases reported each year, 80% are beyond curative treatment. Palliative care reaches only 1% of those requiring end-of-life care. DEAN's dedicated Medical Teams provides holistic care to the patient's doorstep, be it a shack or a tenement. 'How people die remains in the memory of those who live on', says Dame Cicely Saunders. Your contribution will make it possible to leave good memories in the minds of families, after their dear ones have moved on.

Project Roadmap

Step 1

Identify and correspond with prospective donors or foundations for grants

Step 2

Link prospective donors to the Letzchange portal <https://letzchange.org/nonprofits/dean-foundation-hospice-and-palliative-care-centre> and the DEAN Foundation website www.deanfoundation.org

Step 3

Work with the fundraising coordinator of DEAN Foundation for communications such as Thank you letters/creative, etc to cultivate donors

Step 4

Follow up with Thank you letters and other communications to Donors, to ensure continued support

Duration

6 Week(s)

Time Commitment

6 hrs/week

Time Period

8/30/2018-10/10/2018

Application Status

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[Requirements](#)

[About NGO](#)

Skills Needed

- Social Media
- Content Writing

Requirements

- Online fundraising



PROJECT SAMPLE 3

Campaign Manager

Description

PTRC is organizing the All-India Psychoanalytic Conference in Mumbai, India on Jan 4, 2018 - Jan 6, 2018. The conference will include public talks and paper presentations by esteemed figures in the psychoanalytic fields, both from India and across the globe. We are seeking a Campaign Manager who will help us with the digital outreach of this event and support us in managing communication with the attendees.

Project Roadmap

Step 1

Create event flyers, newsletters and promotional material for the event.

Step 2

Assist PTRC in sending out these material to prospective audience.

Step 3

Strategize communication between the event organizers and the guests from online registration to the event.

Impact

This project will assist us in reaching out to twice more audiences for promoting the event.

Improved communication between the organizers and the guests.

Duration

26 Week(s)

Time Commitment

2 hrs/week

Time Period

Flexible

Details

Requirements

About NGO

Skills Needed

- Graphic Design
- Content Writing

Requirements

- Proficient at Microsoft tools like Word, and Excel
- Excellent English
- Creative and passionate about design



WHAT ELSE CAN BE DONE ONLINE?

PROPOSALS WRITING, EDITS

GRAPHIC DESIGN

SOCIAL MEDIA CAMPAIGNS

PROOFREADING

WEBSITE DESIGN

DIGITAL MARKETING

CONTENT WRITING

WEBSITE MAINTAINENCE

MARKETING MATERIALS

POSTERS, LEAFLETS CREATION

IT SUPPORT, DEVELOPMENT

PROJECT DEVELOPMENT

NEWSLETTERS WRITING

AUDIO AND VIDEO MAKING

ADMIN SUPPORT

WEBSITE CONTENT WRITING

GRAPHIC DESIGN

STRATEGY SUPPORT

TRANSLATION

MONITORING AND REPORTING

EVENTS COORDINATION

PROFESSIONAL MENTORSHIP

PROGRAMS EVALUATION

EMISSARY

ONLINE TUTORING

RESEARCH AND ANALYSIS

AND MANY MORE....