

Communications & Operations Volunteer

About us

The GravityLight Foundation tackles poverty and protects the environment through innovative design. Our first product is GravityLight which has been designed to replace damaging, dangerous and expensive kerosene lamps, used by over 1.1 billion people without electricity.

GravityLight is unique – it generates power with the lift of a weight.

We have recently assembled and launched GravityLight in Kenya and are currently fulfilling our [Indiegogo crowdfunding campaign](#) – supported by over 4800 people worldwide.

The Role

Volunteering in a small start-up charity, your role will be broad and varied.

You'll have the chance to be involved in and lead a range of activities, playing an invaluable part in this launch phase for GravityLight.

This volunteer position offers you the opportunity to develop your professional social media and communications skills to a global audience, build skills in project management skills and international operations.

Key duties:

- Community management of our supporters across email and social media
- Contributing to and sending the monthly GravityLight newsletter
- Ensuring the smooth running of all our activities – from office management to planning trips and events
- Managing the fulfillment of GravityLights to our Indiegogo supporters.
- To provide administrative support to the wider team on a range of ad hoc activities

Essential skills

- Strong and confident communication skills, both written and verbal
- Undergraduate degree in any discipline
- Active interest in social media
- Positive, proactive attitude, particularly to new tasks and problem solving
- Self motivated and organised
- High attention to detail
- Experience using Microsoft Office: Excel, Word and Powerpoint
- A bonus if you have experience with Adobe Creative Cloud, Squarespace or similar

You'd love this role if...

- You enjoy being organised, managing projects and likes to 'gets things done'
- You are self-motivated, like being thrown in the deep end and confident in taking the initiative.
- You're up for a challenge and can adapt to changing priorities and breadth of activities.

You want real responsibility and to have a positive impact.

Start: ASAP

Location: [Makerversity](#), Somerset House, London

Commitment: min 3 days/ week; 3-6 months, depending on your availability

Expenses: London travel expenses

Find out more about us via [twitter](#), [facebook](#) and our [website](#).

To apply: send your CV and a letter outlining your most relevant experience and why you're interested in working with the GravityLight team to recruitment@gravitylight.org