Leaders of Tomorrow

Voluntary Position – LOT 2026

Job Title:	Administrative Assistant	Position ID:	POS25ADA01114
Duration:	12 months	Starting Date:	Jan/15/2026
		Ending Date:	Jan/15/2027
Location:	Remote	Type:	Voluntary (No-Payment)

Summary: We are seeking an Administrative Assistant to support our team by managing various administrative tasks and assisting in the smooth operation of our program. This position plays a crucial role in maintaining the structure and functionality of our daily operations and supporting the team as needed.

About us: Leaders of Tomorrow Digital Exchange Program is a virtual exchange-program for international youth at the age of 14-17 (Teenagers) & 18-24 (Young Adults). We have over 200 alumni from more than 25 countries around the world and we aim to continue our mission to more people and countries by developing leadership and project management skills as well as an intense focus on global issues and improving their English Language throughout the 8 weeks' online sessions program.

Program Dates:
- January 2026 – Management Training
- February 2026 – Applications Preparations & Bridge Fellows Training
- March 2026 – Applications Period Start & Staff Training 1
- April 2026 – Staff Training 2
- May 2026 - Applications Period End
- May – June 2026 – Applications Reviewing & Staff Training 3
- June 2026 - Interviews
- June - August 2026 - Sessions
- September - November 2026 – Evaluation & Networking events
- December 2026 – January 2027 – New staff selection

Benefits:
- To be part of an international community with access to multiple opportunities that can contribute to your future career.
- Receiving full tutorial sessions before the start of your role to be familiar with your tasks and the program structure.
- Private email linked with our domain to be used for official communication.
- An opportunity to learn and teach.
- Gain a certificate of completion recognizing your contribution and skills developed.
- High amount of flexibility with our tasks and timings.

Key Responsibilities:

- Manage and maintain the program's administrative documentation and filing system.
- Coordinate with various departments to schedule meetings, interviews, and program events.
- Assist in managing email correspondence and act as a point of contact for general inquiries.
- Support the onboarding process for new program participants and staff.
- Aid in preparing program materials, reports, and documentation for internal and external use.
- Update and maintain contact lists, schedules, and other databases as necessary.
- Provide logistical support during virtual and, if applicable, in-person events.
- Assist with basic financial tracking and reporting of program expenses.
- Support the marketing department by coordinating communications and tracking responses.

Requirements:

- Strong organizational skills with an eye for detail.
- Proficiency in English (required).
- Experience with office software (Word, Excel, PowerPoint, Outlook).
- Familiarity with social media platforms and content management (preferred).
- Good communication skills and ability to manage multiple tasks.
- Team player with a willingness to adapt to evolving program needs.
- Availability of 5-8 hours weekly and reliable internet access.

If you are interested in this position, please email your CV to this email lot@lotep.org with "Administrative Assistant" in the subject. For further details please check our website https://lotep.org or send your questions to the email above.

Qualified candidates will be contacted for an interview.

The duration is fixed but the date could differ.

Thanks, and Best
Regards, LOT Team
10/31/2025