**5th May 2011**

**Title**

[Graphic Designer](http://developpakistan.org/graphic-designer/)

**Location**

Any

**#Volunteers**

2

**Description**

ADP needs a dedicated graphic designer who can work with the media team on a regular basis to produce campaign banners, event publicity materials, fliers, and other marketing materials.

**Skills**

Graphic designing, Adobe Photoshop, Illustrator

**Start Date**

**End Date**

**Contact**

volunteer@developpakistan.org

**27th September 2011**

**Title**

[Evaluation Guide Development](http://developpakistan.org/evaluation-guide-development/)

**Location**

Any

**#Volunteers**

1

**Description**

Develop guides for ADP volunteers on how to evaluate different types of projects (e.g. schools, hand pumps, vocational programs). We are looking to develop 2-3 page summary guides that will give project teams a foundation for evaluating a given type of project. The pages will include key questions to ask the NGO, commonly experienced issues, historical lessons learnt and links to external research and resources. The volunteer will work with an experienced ADP volunteer to review publicly available research on the topic, interview internal ADP stakeholders and compile the page content. This will be an engaging and high-impact role, since these guides will become a core reference tool for ADP’s project evaluation teams.

**Skills**

This post requires a strong interest in the development sector and a desire to learn what works. Good, clear communication and writing skills are crucial. The job would require experience gathering and analyzing information to make real-world decisions. Individuals with expertise in relevant fields (e.g. health, education) are preferred. The candidate should be comfortable using MS Office and Google Docs and be able to work independently with minimal supervision.

**Start Date**

February, 2012

**End Date**

Position open until a suitable candidate is found

**Contact**

volunteer@developpakistan.org

**27th September 2011**

**Title**

[Data Compilation](http://developpakistan.org/data-compilation/)

**Location**

Any

**#Volunteers**

1

**Description**

Collect and organize information from 200+ proposals that ADP has evaluated over the past five years. The information sits in spreadsheets as well as individual proposal documents, and may need to be supplemented via conversations with past volunteers. The goal is to organize proposal information in a manner that allows easy searching and referencing for project teams evaluating new proposals in the same sector. Teams will be able to identify relevant experts inside ADP and understand issues previously encountered for a given type of project.

**Skills**

The position requires experience with MS Excel, Word and Google docs, at least high school or undergraduate education, attention to detail, and ability to work independently with minimal supervision.

**Start Date**

February, 2012

**End Date**

Until a suitable candidate is found.

**Contact**

volunteer@developpakistan.org

**14th February 2012**

**Title**

[Social Media Manager](http://developpakistan.org/socialmediamanager/)

**Location**

Any

**#Volunteers**

1

**Description**

ADP is looking for a volunteer who can engage with the online community and support ADP’s online presence with activity on major social networks, including Facebook, Twitter, and LinkedIn. This person would be responsible for maintaining an ongoing conversation with the community of people who are interested in supporting development in Pakistan online, and responding to queries and requests from ADP supporters on social networks.

**Skills**

We're looking for someone who is tech-savvy and can integrate ADP activity as part of his daily activities online. We're also interested in someone who can provide new ideas and really take our social media presence to the next level.

**Start Date**

March 2012

**End Date**

**Contact**

volunteer@developpakistan.org