Leaders of Tomorrow

Voluntary Position – LOT 2026

Job Title:	Program Assistant	Position ID:	POS25ASST01114
Duration:	12 months	Starting Date:	Jan/15/2026
		Ending Date:	Jan/15/2027
Location:	Remote	Type:	Voluntary (No-Payment)

Summary: We are seeking a program assistant to fulfill our program requirements and maintain the process of our program following the timeline below and mainly coordinating our digital marketing department.

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:

- Support team leadership in all aspects of program implementation to ensure timely and accurate completion of deliverables.
- Support the management of program email inboxes.
- Compile and track a wide range of participant information and project data, supporting data collection and maintaining accuracy and completeness.
- Contribute to the production of program reports, materials, and content.
- Work with program partners and participants, including communicating program updates, answering questions, and assisting with logistics.
- Developing and tracking traditional and social media communications content as needed.
- Supervise staff team and follow up on their work
- Coordinating with the program graphic designers.
- Assist in coordinating program online and in-person events.
- Assist in monitoring and evaluating the program process.
- Assist in facilitating program sessions, interviews, and supervise program facilitators.

Requirements:

- Experience in (social) media communications (required).
- A good proficiency in English (required).
- Well organized with strong communications skills.
- Alumna/us of an exchange program (preferred).
- Experienced in Office Suite (Word, Excel, PowerPoint, Outlook)
- Team player with good interpersonal skills.
- Constant access to the internet during the week.
- 5-8 Hours' time availability during the week.

If you are interested in this position, please email your CV to this email lot@lotep.org with "Program 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