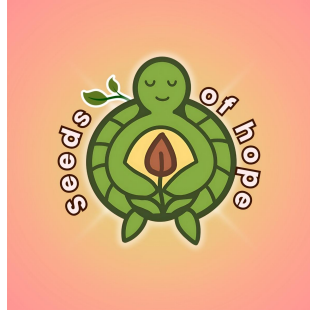


Tab 1



(Batch 1) OPEN RECRUITMENT Division Availability, Roles, and Criteria

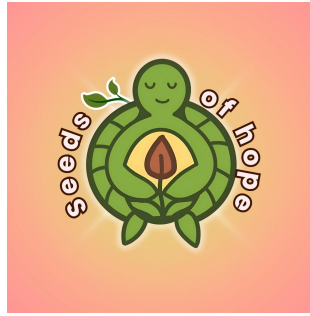
[Open Recruitment Forms Link](#)

**For Further questions or inquiries, please contact us on Instagram at
@seedsofhope.bogor**

**Or reach out to us via WhatsApp and Instagram:
**+62 819 4426 1633 and @sha_nnonn.11 (Shannon, Founder)
+62 813 1849 4948 and @crococrunch (Angel, Founder)****

General Requirements:

- Open to all genders, ages 13–18 (including those turning 13 in 2026)
- Fluent in or able to speak English and/or Bahasa Indonesia
- Based in the Bogor Area
- Willing to commit a few hours per week to the organization (online or offline when Seeds of Hope Bogor holds an event)
- Genuinely interested and engaged in issues aligned with our mission
- Active, responsive (minimal reply once every 24 hours when needed), and reliable
- Able to adapt quickly within a community setting
- Collaborative, open-minded, and comfortable working in a team



Who is Seeds of Hope Bogor?

Seeds of Hope Bogor is a youth-led community under Seeds of Hope. Together we're on a mission to clean the planet, serve vulnerable communities, and turn trash into purpose, along with care into action.

We aim to bridge environmental awareness with social impact to create cleaner spaces, brighter lives, and inspire others. We chose this name as it symbolizes how we, the youth, are hope, planting seeds (our actions) as hope for future generations.

Our Vision:

To cultivate a generation that not only cares but also acts—with compassion, creativity, and responsibility—towards a cleaner earth and a more dignified society.

Our Mission:

- Creating a safe and open space for youth to take action, create, and serve others from the heart.
- A generation that doesn't just care, but acts for the earth and for society, with compassion and conscience.
- A world where every society thrives in a clean environment, filled with care, dignity, and opportunity.

Benefits of Joining Seeds of Hope Bogor:

- Connect and collaborate with passionate, like-minded youth who want to create positive change
- Build and strengthen your CV or portfolio with meaningful, real-world experience.
- Receive a Certificate of Participation after a minimum of 6 months of active involvement.

- Develop practical skills across multiple areas, including research, collaboration & partnerships, creative design, content creation, event planning, communication, and leadership.



Divisions Available:

- Secretary [1]
- Treasurer [1]
- Logistics [7]
- Events [7]
- Public Relations & Outreach [7]
- Education Ministry [7]
- Media & Design [7]

Divisions Overview:

- Secretary

Role Overview:

The Secretary of Seeds of Hope Bogor keeps the organization organized by managing documents, meeting minutes, schedules, and important information. They coordinate with the leadership team and other divisions, track deadlines, and ensure smooth communication across the organization.

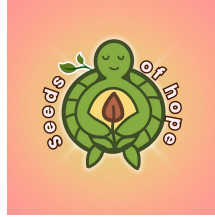
Job Description:

- Record meeting minutes and important decisions; manage organizational documents and records
- Prepare meeting agendas and attendance lists; schedule meetings and track deadlines
- Communicate updates and announcements to members; coordinate information between divisions
- Maintain records of projects and activities; assist the leadership team with administrative tasks

Requirements:

- Strong organizational and time-management skills; detail-oriented in handling documents and information
- Strong written and verbal communication skills; accurate and efficient note-taking abilities

- Responsible and consistent in administrative tasks; able to coordinate effectively with different divisions
- Able to manage multiple tasks and meet deadlines; proactive, reliable, and initiative-driven
- Able to maintain confidentiality; committed to the organization's goals and activities



- **Treasurer**

Role Overview:

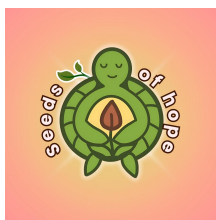
The Treasurer of Seeds of Hope Bogor is responsible for managing the organization's finances and ensuring that funds are handled responsibly and transparently. They maintain financial records, track income and expenses, manage budgets, and prepare financial reports. The Treasurer also works with the leadership team and other divisions to support proper budgeting and financial planning for the organization's projects and activities.

Job Description:

- Manage and monitor the organization's finances; Record and track income, expenses, and transactions
- Prepare and maintain budgets for projects and activities; Maintain accurate financial records and documentation
- Prepare financial reports and updates; Monitor spending and ensure responsible use of funds
- Coordinate financial matters with different divisions; Assist the leadership team with financial planning and decisions

Requirements:

- Strong financial management and organizational skills; Detail-oriented and accurate when handling financial records
- Basic understanding of budgeting and financial planning; Strong analytical and problem-solving skills
- Responsible and trustworthy when handling funds; Able to maintain confidentiality
- Able to manage transactions, records, and deadlines efficiently; Committed to transparency and the organization's goals
- Strong communication and coordination skills; Proactive, reliable, and initiative-driven



- Logistics

Role Overview:

The Logistics Division of Seeds of Hope Bogor is responsible for ensuring that all events and activities have the necessary materials, equipment, and resources. They manage supplies, coordinate event setup and takedown, and work with other divisions to ensure everything runs smoothly and efficiently.

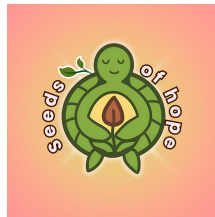
Job Description:

- Manage and prepare materials, equipment, and supplies for events; Purchase necessary items and supplies within the allocated budget
- Coordinate event setup, takedown, and on-site logistics; Track inventory and ensure supplies are available when needed
- Coordinate with other divisions regarding logistical needs; Arrange transportation and delivery of necessary materials
- Ensure equipment and supplies are properly stored and maintained; Handle logistical issues and provide solutions during events

Requirements:

- Strong organizational and time-management skills; Detail-oriented when handling supplies, purchases, and inventory
- Able to manage budgets and make responsible purchasing decisions; Good communication and coordination skills
- Able to work efficiently under pressure and meet deadlines; Proactive, resourceful, and solution-oriented
- Responsible and reliable in handling equipment and supplies; Able to coordinate effectively with different divisions

- Flexible and adaptable during events; Committed to supporting the organization's goals and activities



- Events

Role Overview:

The Events Division of Seeds of Hope Bogor is responsible for planning, organizing, and executing events and activities that support the organization's goals. They develop creative event concepts, create timelines, coordinate with different divisions, and manage event preparations. The Events Division also oversees the execution of events, ensures everything runs smoothly, and evaluates the event afterward to identify areas for improvement.

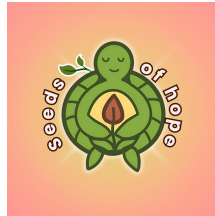
Job Description:

- Plan and organize events and activities; Develop creative and engaging event concepts
- Create event timelines, schedules, and plans; Coordinate with different divisions to ensure smooth preparation
- Manage event logistics and on-site activities; Coordinate tasks and responsibilities among team members
- Monitor event progress and address issues during execution; Ensure events run smoothly and according to plan
- Evaluate events and provide feedback for future improvement

Requirements:

- Strong event planning and organizational skills; Creative and innovative in developing event concepts
- Strong communication and coordination skills; Able to manage timelines, tasks, and deadlines effectively
- Proactive, responsible, and reliable; Able to work well under pressure and adapt to changes

- Strong teamwork and problem-solving skills; Detail-oriented when planning and executing events
- Able to coordinate effectively with different divisions; Committed to creating successful and engaging events



- Public Relations and Outreach

Role Overview:

The Public Relations & Outreach Division of Seeds of Hope Bogor is responsible for building and maintaining the organization's public image and relationships with external parties. They manage communication with partners, organizations, and the community, while promoting Seeds of Hope's initiatives and activities. The division also helps create outreach opportunities, build partnerships, and increase the organization's visibility and impact.

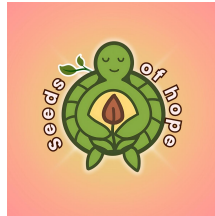
Job Description:

- Build and maintain relationships with external organizations, partners, and communities; Communicate with potential partners and collaborators
- Identify and pursue outreach and partnership opportunities; Represent Seeds of Hope Bogor in external communications
- Promote the organization's events, projects, and initiatives; Assist in developing and maintaining partnerships and MOU opportunities
- Coordinate with internal divisions for external collaborations; Handle professional correspondence, proposals, and follow-ups
- Maintain records of partnerships, contacts, and outreach activities; Support the organization's public image and overall visibility

Requirements:

- Strong written and verbal communication skills; Confident and professional when communicating with external parties
- Strong networking and relationship-building skills; Able to represent the organization professionally
- Proactive in identifying outreach and partnership opportunities; Strong negotiation and problem-solving skills

- Able to coordinate effectively with different divisions; Professional, responsible, and reliable
- Able to maintain confidentiality and professionalism; Committed to building meaningful partnerships and supporting the organization's goals.



- Education Ministry

Role Overview:

The Education Ministry of Seeds of Hope Bogor is responsible for creating and delivering educational content and activities for the community. They write informative blogs and Instagram posts, develop educational materials, and teach children through events, workshops, and other activities. The division aims to make education engaging, accessible, and meaningful while supporting the organization's mission.

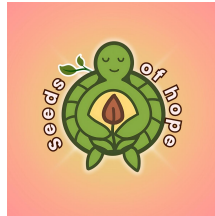
Job Description:

- Write educational and informative blogs for Instagram posts
- Create engaging educational content and materials
- Plan and prepare educational activities for children
- Teach and engage children during events and workshops
- Develop lesson plans and learning activities
- Research and ensure educational content is accurate and relevant
- Coordinate with other divisions for educational events and activities
- Evaluate educational activities and identify areas for improvement

Requirements:

- Strong writing and communication skills
- Creative and engaging when developing educational content
- Passionate about education and working with children
- Able to explain concepts clearly and effectively
- Strong research and content development skills
- Patient, approachable, and adaptable when teaching
- Able to plan and organize educational activities
- Responsible, proactive, and reliable

- Able to work effectively with different divisions
- Committed to creating meaningful and accessible learning experiences



- Media & Design

Role Overview:

The Media & Design Division of Seeds of Hope Bogor is responsible for creating visual content that captures and promotes the organization's activities and initiatives. They document events through photography and videography, while also designing engaging content for Instagram and other social media platforms. The division helps strengthen the organization's visual identity and online presence through creative and high-quality content.

Job Description:

- Capture photos and videos during events and activities
- Edit and organize photo and video content
- Create engaging Instagram posts and other visual content
- Design posters, announcements, and promotional materials
- Develop creative concepts for social media content
- Maintain a consistent visual identity across platforms
- Coordinate with other divisions to create content for their activities
- Manage and organize media files and design assets
- Ensure content is completed and published according to deadlines

Requirements:

- Creative and visually oriented with a strong sense of aesthetics; Basic to intermediate photography and videography skills
- Basic to intermediate graphic design and video editing skills; Familiar with design and editing tools such as Canva, CapCut, or similar platforms
- Able to create engaging, creative, and professional social media content; Strong attention to detail, composition, and visual consistency
- Able to develop creative concepts for posts, videos, and promotional materials; Able to manage multiple content tasks and meet deadlines

- Proactive, adaptable, and willing to learn new creative skills; Able to work effectively with different divisions and understand their content needs
- Responsible and reliable when handling media files, equipment, and design materials; Able to work efficiently during events and capture important moments
- Committed to maintaining a positive and professional image for the organization