

## Terms of Reference

**Position Title:** Student Volunteer – Acted 3Zero initiative support

**Location:** Canada-based - (In-person or remote-based)

**Duration:** Open – (3-4 hours/2-3 days per week)

**Supervisor:** Rano MANSUROVA, Acted Canada Country Representative

**Department:** Acted Canada - Programs

**Background:** Acted Canada is part of the Acted Foundation global network, committed to supporting vulnerable communities through a 3Zero approach: Zero Exclusion, Zero Carbon, and Zero Poverty.

ACTED's 3Zero initiative aims to build a world with **Zero Exclusion, Zero Carbon, and Zero Poverty** by promoting inclusive, sustainable growth. It fosters local, innovative solutions for vulnerable populations through a "3Zero Global Alliance," which supports entrepreneurship, environmental projects, and community resilience. As part of our efforts to expand engagement outreach within the Canadian ecosystem, we are seeking motivated student volunteers to support our efforts and outreach initiatives.

**Objectives:** To support Acted Canada in advancing the 3Zero initiative (Zero Exclusion, Zero Carbon, and Zero Poverty) by enhancing outreach, visibility, and engagement efforts within the Canadian ecosystem. This aims to strengthen connections, raise awareness, and promote inclusive, sustainable solutions for vulnerable communities.

### Key Responsibilities:

- Support Acted Canada's efforts to promote the 3Zero vision (Zero Exclusion, Zero Carbon, and Zero Poverty) through outreach and engagement activities within the Canadian ecosystem.
- Assist in expanding Acted Canada's visibility by contributing to awareness-raising efforts related to the 3Zero initiative and its focus on inclusive, sustainable growth.
- Help identify and connect with relevant stakeholders, student groups, and community actors who align with the 3Zero Global Alliance's goals of entrepreneurship, environmental action, and community resilience.
- Contribute to the preparation of outreach materials, communication content, and basic research that strengthen Acted Canada's engagement initiatives.





- Support Acted Canada's team in documenting outreach activities and maintaining organized records that contribute to ongoing visibility and engagement efforts.
- Providing assistance to Acted missions in developing countries (more than 40 countries) throughout the entire project cycle, starting from research, needs assessments, conceptualization of ideas, proposal development, positioning and advocacy for potential funding opportunities, and implementation if funding is successfully secured.

### **Qualifications:**

- Currently enrolled in or recently graduated from a university program such as International Development, Communications, Business, Environmental Studies, Sustainability, or other related fields connected to Acted's 3Zero vision.
- Strong research and writing skills.
- Demonstrated interest in Acted's 3Zero approach (Zero Exclusion, Zero Carbon, and Zero Poverty) and a commitment to inclusive, sustainable development.
- Strong motivation to support community-focused initiatives, environmental action, and social-impact efforts within the Canadian ecosystem.
- Ability to communicate effectively and contribute to outreach activities that enhance Acted Canada's visibility and engagement.
- Capacity to work collaboratively, show initiative, and adapt to a dynamic, mission-driven environment.
- Organizational skills and attention to detail to support outreach documentation, basic research, and engagement tasks.
- Curiosity and willingness to learn about global development, community resilience, and innovative local solutions promoted through the 3Zero Global Alliance.

### **Learning Opportunities:**

- Strengthen research and analytical abilities through targeted exploration of Canadian sustainability actors, community-resilience initiatives, and social-impact networks connected to the 3Zero Global Alliance.
- Build professional competencies in nonprofit engagement, including coordination, documentation, and collaborative project support within an international organization.
- Expand knowledge of inclusive and sustainable development, community-driven solutions, and innovative approaches to poverty reduction and environmental action.
- Enhance teamwork and organizational skills by working alongside Acted Canada's team and contributing to mission-driven activities that support vulnerable





### Conditions:

- This is an unpaid volunteer position.
- Flexible working hours, with regular check-ins with the supervisor
- Access to the working space and internet connection in the Acted Canada office
- Practical connection with Acted operational offices in the developing countries

### How to Apply:

- Visit OCIC <https://ocic.on.ca/opportunities/?type=Volunteeras> to access the online application form.
- Fill in the application form and send it to the contact below (e-mail address).
- Deadline for application collection is **[15<sup>th</sup> March 2026]**.

### Contact:

If you have any questions, contact the following e-mail address.

- Najib Nabizad – Operations Manager
- Email: [najibullah.nabizad@acted.org](mailto:najibullah.nabizad@acted.org)

