



Adaire is a technology startup founded in 2022 that seeks to deliver best-in-class software services and product from Africa - first to Switzerland, then DACH, then the world!

Adaire is building a team of passionate individuals interested in starting at the beginning of Adaire's journey and likewise pursuing Adaire's impact mission to have dramatic impact in the incomes, reputations and opportunities of African developers & technologists, and thereby affecting the wider path of African technology.

To help reach this ambition, Adaire seeks a Founder's Associate to assist the Swiss-based Co-Founder in supporting Operations tasks critical to business functions.

Role:

Founder's Associate (Intern, 20% - 60%)

Responsibilities:

Founder Associates' projects might cover finance, operations, marketing, sales, analysis, helping with hiring, finding a new company office, helping with fundraising... and many of the 1000 things that Adaire founders have on their to-do lists where it requires smart problem solving and wider business context.

Profile:

There is no specific ideal background but knowledge and aptitude for Technology and Technical topics is useful and a professional maturity that helps hires settle in fast. An interest in Social Impact entrepreneurship and in Africa is important for organizational alignment and fit.

- Flexibility
- An ability to quickly assimilate information and connect the dots
- Proactive approach to work with a willingness to gain autonomy
- Hunger to succeed coupled with a 'roll your sleeves up' mentality
- Previous experience can also be invaluable in allowing the Founder's Associate to hit the ground running. But not a requirement.

Who you are as a person:

- You have customer-centricity at your core and understand the need to go above and beyond.
- A passion or interest for technology (no specific background required)
- An appetite to change the status quo
- A desire for impact and excellence
- You don't wait until somebody asks you for help. You regularly offer it upfront.

- When somebody asks you for help, you gladly give it.
- You don't need anybody to hold your hand to get work done.
- You're not too proud to ask for help, but you'll try to get un-stuck yourself first.
- You are comfortable with ambiguity and can tolerate high-pressure environments.
- You are a learning machine and spend your free time exploring ways to get better at something.
- You want to have a sense of ownership of your own work and be held accountable.
- You are a professional in all things and enjoy working in a team.

If you understand the value of diversity in the workplace and desire to propel African technologists into opportunities where they are currently scarce; you are dedicated to fostering an inclusive culture in all aspects of working life so that people from all backgrounds receive equal treatment, realize their full potential and can bring their full, authentic selves to work; and you desire to try to launch a new effort that embodies all these qualities we are looking for you!

If you have these experiences and are looking for an exciting volunteer opportunity within a nimble startup, get in touch today at recruiting@adaire.com, and we look forward to hearing from you!