



MSF Luxembourg volunteer missions

2026 – 40th anniversary year!





MISSION TIMELINE 2026 – 1ST SEMESTER

January

29 January: MSF Book Evening at Cloche d'Or

Reception, set-up and service for the cocktail
Cloche d'Or - Ernster bookshop, 6pm-7.30pm

February

5 February: MSF Book Evening at Belle Etoile

Reception, set-up and service for the light refreshments
Belle Etoile - Ernster bookshop, 3.30pm-5pm (times to be confirmed)

25 February: Mapathon

Preparing the room, welcoming participants,
Supervising and supporting volunteers participating for the first time,
Taking photographs,
Mapping.
Neimënster Abbey



MISSION TIMELINE 2026 – 1ST SEMESTER

March

21-22 March: Festival Migrations

Welcoming visitors to the stand
Luxexpo

17-29 March: MSF: La Grande Expo ! Courtyard of Neimënster Abbey

Welcoming and guiding visitors (school groups and the general public) at the exhibition's information desk.
Managing and supervising group participation in the 'Stop Ebola' Escape Room.

10:00 a.m. to 6:00 p.m. on weekends
8:30 a.m. to 5:30 p.m. on weekdays (school groups)
It is possible to split the time slots for volunteer missions.

18 March: Exhibition opening *In the presence of Rony Brauman*

Welcoming and guiding participants; however, volunteers are also welcome to attend the opening reception only.
Neimënster Abbey, from 6 p.m.

26 March: Late-night opening of the exhibition

Welcoming and guiding visitors at the exhibition's information desk.
Managing and supervising group participation in the 'Stop Ebola' Escape Room.
Courtyard of Neimënster Abbey

28 March: LuxOR Conference

Welcoming visitors
Neimënster Abbey, 3pm–6pm (times to be confirmed)



MISSION TIMELINE 2026 – 1ST SEMESTER

April

14 April: PwC Mapathon

Welcoming participants,
Supervising and supporting participants
Taking photographs.

18-19 April: DKV Urban Trail

You are encouraged to sign up!

May

9 May: MSF Luxembourg General Assembly

Welcoming and guiding participants,
Taking notes,
Producing pASSOports.

Luxembourg, precise location tbc

IMPORTANT INFORMATION

All the missions offered are volunteer missions.

By nature, they are unpaid. If they involve expenses, you may request reimbursement.

We invite you to keep track of the hours spent on each mission and to send us the total, in order to recognise and highlight the value of your work.





Communication and Engagement Team



Recurring mission: content production/editing

Context: MSF Luxembourg reaches out to the population of the Grand Duchy through various communication channels (print and digital) in order to inform as many people as possible. These productions sometimes require graphic design work.

Mission: Create/edit videos, take photos, create graphic media, modify content formats to adapt them for distribution on other media, test the website, etc

This mission is for you if: You have graphic design/IT skills.

Requirements: Work from home for editing, travel to the site if there is an event.

Duration of the mission: Depending on the project.

Start date: To be determined.

Recurring mission: distributing our content to solicitors and other locations

Context: We reach the general public through social media and the internet, but we also need to go where people are in everyday life. We therefore distribute our content in notary offices (information about legacies) and in any other places where our documentation could be relevant.

Mission: Identify locations where our materials could be distributed and distribute flyers/posters in the identified places.

This mission is for you if: You have ideas!

Requirements: Travel

Duration of the mission: As needed

Start date: As soon as possible



Communication and Engagement Team

Recurring mission: presentations and awareness-raising in schools

Context: MSF Luxembourg aims to raise awareness among the population from a very young age. Our teams therefore work in schools to inform younger audiences about our actions and encourage them to support us through various educational tools.

Mission: Identify schools and support the Educational Programs Officer in facilitation activities, translation, and the development of educational materials.

This mission is for you if: You have experience or familiarity with working with young audiences.

Requirements: Activities carried out in schools

Duration: Regular mission, several hours

Start: As soon as possible

Special mention: German and/or Luxembourgish speakers are especially welcome!



Recurring mission: mobilise with MSF

Context: MSF regularly organises or takes part in mobilisations to draw attention to our actions. For example, on June 16, MSF organised a public action to call on European Union leaders and Luxembourg to take responsibility and to demand concrete measures to end the siege of Gaza.

Mission: Be present, visible, and show solidarity during public mobilisations by proudly wearing MSF colors.

This mission is for you if: You want to take concrete action and enjoy participating in collective initiatives that are meaningful and impactful.

Requirements: To be defined depending on each project

Duration: One-off / occasional

Start: According to upcoming planned mobilisations



Events and logistics team

Recurring mission: presence at MSF Stands

Context: In order to engage with the population of the Grand Duchy, MSF Luxembourg is present throughout the year at various events: in municipalities, at community and association forums, etc.

Mission : Represent MSF Luxembourg, either independently or in support of the operational team, to raise awareness among the general public about the actions carried out by the organisation in Luxembourg and around the world. Identify and/or organise events in which MSF could participate

This mission is for you if: You have good interpersonal skills and enjoy being in contact with the public

Requirements: Training on key messages will be provided beforehand; availability according to needs

Duration: Occasional; a stand is often for a full day, but it can be split into time slots

Start: According to needs



Recurring mission: running our “Stop Ebola” Escape Room

Context: During the Migrations Festival, Game On 2024, and the Science Festival 2025, we presented our “Stop Ebola” Escape Room. This tent is an effective awareness-raising tool and an immersive experience to explain MSF’s work in epidemic contexts and the importance of personal protective equipment.

Mission: Be able to set up the tent / Escape Room in spaces where we are invited: municipalities, school events, fairs, etc., with near autonomy.

This mission is for you if: You have skills in logistics and organisation and enjoy being in contact with the public.

Requirements: Be able to pick up the tent and manage all aspects of the Escape Room’s setup, organisation, and facilitation.

Duration: Occasional.

Start: According to needs



Events and logistics team



MSF : La Grande Expo - 17-29 March

Context: We will be present on the courtyard of Neimënster Abbey for two weeks at the end of March with a large-scale exhibition. Numerous tents will illustrate the different aspects of MSF interventions around the world. IMS (International Mobile Staff) will come specifically for the occasion and explain their daily work during guided tours of the exhibition.

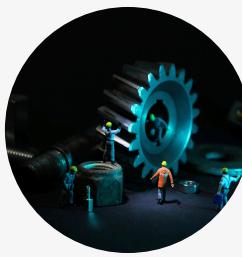
Mission: Welcome and guide the public and run the “Stop Ebola” Escape Room.

This mission is for you if: You have good interpersonal skills and enjoy being in contact with the public; you speak French, German, and/or English.

Requirements: Attend volunteer meetings to learn the information to be shared with the public.

Duration : One-off; a participation form will be provided.

Start: 17 March



Expertise team



Recurring mission: scientific communication

Context: LuxOR is our operational research unit. Its members support research projects carried out by MSF teams in the field. These projects can result in reports or publications in scientific journals.

Mission: Translate scientific articles into accessible content for the general public.

This mission is for you if: You have strong writing skills, a synthetic mindset, a good understanding of the research process, and medical knowledge.

Requirements: Work can be done remotely or at the MSF offices in coordination with the LuxOR team.

Duration: A few hours/days, depending on the size of the project and the number of documents to process. Absolute confidentiality will be required from the volunteer.

Start: to be determined.

Recurring mission: Excel skills

Context: The Luxembourg section of MSF, like the teams in the field, operates based on rigorous analysis of their actions. For this, we need skills to work with and analyse our databases.

Mission: Cross-check data for analysis or help improve the organisation of our data to use it efficiently, both at headquarters and in the field.

This mission is for you if: You have Excel skills.

Requirements: Work can be done remotely or at the MSF offices in coordination with the project team.

Duration: A few hours, depending on the size of the project.

Start: Depending on the project.



Language team

Recurring mission: document translation in different languages

Context: MSF is an international organisation and also operates in Luxembourg. To communicate with different audiences internally or externally, we need to translate certain documents.

Mission: Translate various documents such as operational research protocols, website content, articles, educational materials, communication supports, etc.

This mission is for you if: You are bilingual / your native language is the one required for translation / you are a professional translator.

Requirements: Work can be done remotely.

Duration: Depending on the length of the text.

Start: According to needs.



Recurring mission: proofreading documents / texts

Context: MSF produces various communication content in different languages. Sometimes, automatic translations generated by our tools need improvements to reflect natural expressions accurately.

Mission: Proofread translations / transcriptions generated automatically by our tools.

This mission is for you if: You are bilingual in the target language.

Requirements: Work can be done remotely.

Duration: Depending on the content.

Start: According to needs.



Recurring missions: MAPATHONS

Mapathons are mapping workshops designed to meet MSF teams' need for accurate maps when they operate in disaster-affected areas. One of the challenges often overlooked is the absence of maps containing relevant information, such as roads, drinking water points, or important buildings.

What tools are needed to participate? A computer with internet access and a mouse.

<https://msf.lu/mapathons>

Needs: participation as a mapper; logistical support in organising the mapathon; communication support (before/after)

NEXT MAPATHON on February 25, 2026



Fundraising support team



Recurring mission: donor data entry

Context: To rigorously track donations made to MSF Luxembourg, each donation is recorded in a management software that allows us to know the donor's identity, the donation amount, the project it is intended for (if applicable), etc.

Mission: Enter information about new donations into the contact management software, in support of the Communication & Fundraising team.

This mission is for you if: You have sufficient computer skills.

Requirements: Training on the data entry tool will be provided beforehand; work at the MSF office.

Duration: Regularly, a few hours per week ideally.

Start: As soon as possible.

Recurring mission: mail folding

Context: To communicate with its donors, MSF Luxembourg regularly sends letters, often in large quantities.

Mission: Support the person in charge of postal mailings by folding letters.

This mission is for you if: You don't mind repetitive tasks.

Requirements: Work at the MSF office.

Duration: Occasional, a few hours per week ideally.

Start: To be determined.



Fundraising support team

Recurring mission: filling in greeting cards

Context: For the end-of-year holidays, MSF Luxembourg sends greeting cards to its donors, in large quantities. These cards are handwritten.

Mission: Support the Fundraising team by personally writing the thank-you messages on the end-of-year greeting cards.



This mission is for you if: You don't mind repetitive tasks.

Requirements: Work at the MSF office.

Duration: Occasional, a few hours depending on your availability.

Start: Early December (or late November).

Your key contacts

Carole Nunez, Public Engagement & Association Coordinator

Carole.nunez@luxembourg.msf.org
+352 33 25 15

Debra Donckel-Sances, Human Resources

Debra.Donckel-Sances@luxembourg.msf.org

Gabrielle Schumacher, Human Resources

Gabrielle.schumacher@luxembourg.msf.org



THANK YOU FOR YOUR HELP !

Your support and commitment are essential to our work.

