

Host Project Description – European Solidarity Corps	
<i>Name of the coordinating organisation</i>	ICJA / ICYE Germany
<i>PLANNED STARTING DATE</i>	1.September 2022 - 31.August 2023
<i>DURATION</i>	12 Months
<i>Contact person in the host organisation for ESC administration/ESC placement</i>	Joanna Bojanowska Email: esc@icja.de
<i>Name and complete address of the project placement</i>	ICJA Freiwilligenaustausch weltweit e.V. (International volunteer service organization) Activity: ICJA office (Assistant in the ESC and SAWA department) Location: Stralauer Alle 20 E, 10245 Berlin https://www.icja.de/
<i>Activities of the project organisation (aims, objectives, actions)</i>	ICJA is a non-profit organization that sends German volunteers, 18+ years old, abroad for one year. There are over 40 countries in ICJA's network, enabling a wide variety of opportunities for German volunteers; In turn, ICJA organizes volunteer placements for international volunteers and refugees stays in Germany. ICJA's aim is to facilitate respectful and open interactions between people from different cultures and religious backgrounds. ICJA understands its exchange program as an educational opportunity. Central to ICJA's concept are contact, cooperation and a fruitful exchange between volunteers coming from all over the world. ICJA e.V. is an active member of the ICYE Federation (International Cultural Youth Exchange). There are around 35 people working in the office in Berlin. The office also coordinates the regional groups all over Germany where mainly the returnees are active.
<i>Description of the community the project is situated in</i>	The ICJA office is located in the Friedrichshain-Kreuzberg district in the eastern central part of Berlin. This area is characterized by its diverse artistic style, rich history and nightlife. The districts are separated by the Spree river, which is one of the great attractions of the city. It is a very active, lively and intercultural place to live with the proportion of people with a migration background being over 40%.
<i>Description of the tasks of the volunteer in the project</i>	The main task of the volunteer will be assisting with the preparation and implementation of volunteers for the ESC programme and SAWA programme (volunteering programme for refugees in Berlin) . Her/His tasks will be as follows (working language is in German and English):

	<p>Assistant in the ESC department (about 15 hours a week): The volunteer supports pedagogical work with international volunteers and German volunteers and assists with organizational tasks.</p> <ul style="list-style-type: none"> • General administration and research work • Responds to applicants' questions or concerns • Assists with the candidate selection process: revision of applications and verification of completeness. • Communicates regularly with international partner organizations regarding requirements of relevant documents • Translates texts and application documents • Prepares project descriptions of the ESC projects • Publishing and sharing ESC vacancies within networks • Works with social media (Creating posts for facebook and instagram) • Plans and conducts interviews with ESC volunteers and ESC projects • Takes the opportunity to implement own project ideas (with the aim of raising awareness about the ESC programme in the field of social media) • Political education work with volunteers • Preparation of the ESC volunteers; conducting online workshops/seminars, Organisation of meetings with ESC volunteers <p>Assistant in the SAWA department (about 15 hours a week)</p> <ul style="list-style-type: none"> • Reading new applications • Assisting with placement process of volunteers • First contact with applicants via e-mail, responding to questions • Support with administrative tasks (filing applications, preparing documents, working with lists) • Communication with projects • Assisting with seminars (informing volunteers and projects about seminar dates, helping with organization and implementation) • Preparing social media posts • Organizing own small projects (like an excursion, an online language café or own ideas) • Translating of texts and at seminars (English/German)
<p><i>Required skills and interests of the volunteer</i></p>	<p>The ICJA Büro has the following expectations towards the volunteer's required skills and interests: - very good knowledge of German (B2-C1) and English (B2-C1) language. These are our working languages and it is very important that you bring these language skills with you.</p>

	<ul style="list-style-type: none"> - If you also speak Farsi and Dari, then that's really great! - be open-minded and motivated - willing to take responsibility and work independently - ability to work in a team - willing to bring in own skills and interests - knowledge of Office Programs - interest in International Youth Exchange, Voluntary Service, Office work - interest in administrative tasks - interest in global learning and transcultural topics as well as topics like racism, sexism, classism... - interest in contributing your own skills - open for conducting workshops and leading seminars, etc.
<i>Working hours, working time:</i>	The weekly working hours will be 30-35 hours; five days a week, while language classes count as working time.
<i>Training and support for the volunteer</i>	There is a German/English speaking mentor who is responsible for answering any questions and supervising the work of the volunteer. The volunteer can take part in the regular training for staff members. The project has a lot of experience with German and international volunteers and was a host project for the European Voluntary Service for several years.
<i>Pocket Money</i>	The pocket money will be 5 Euro/day in monthly payments.
<i>Public Transport</i>	The volunteer will be reimbursed for the costs of a monthly public transport ticket.
<i>Description of the accommodation</i>	The volunteer is going to live in a host family or in a shared apartment in Berlin.
<i>How will the food arrangement be?</i>	The volunteer will receive provisions (270 Euro/month).
<i>International travel costs</i>	The volunteer will receive a financial support to the travel costs from his/her place of origin to Germany and back. The amount depends on the distance travelled. For travel distances from 500 km to 1999 km: 275 Euro, from 2000 km to 2999 km: 360 Euro etc.
<i>Insurance</i>	The volunteer will receive health insurance, third party liability insurance as well as general accident insurance via the group insurance of the European Commission (free of charge for the volunteer).