

<b>Host Project Description – European Solidarity Corps</b>	
<i>Name of the coordinating organisation</i>	ICJA / ICYE Germany
<i>PLANNED STARTING DATE</i>	01.08.2025
<i>DURATION</i>	12 Months
<i>Contact person in the host organisation for ESC administration/ESC placement</i>	Joanna Bojanowska Email: <a href="mailto:esc@icja.de">esc@icja.de</a>
<i>Name and complete address of the project placement</i>	<p><b>ICJA Freiwilligenaustausch weltweit e.V. (International volunteering organization)</b> Am Sudhaus 2 12053 Berlin</p> <p><b>Activity:</b> ICJA office in Berlin (Sending Department)</p> <p><a href="https://www.icja.de/">https://www.icja.de/</a></p>
<i>Activities of the project organisation (aims, objectives, actions)</i>	<p>ICJA is a non-profit organization, which sends German volunteers from the age of 18 years abroad for one year to over 40 countries and, in turn, organizes one-year stays for international volunteers 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.</p> <p>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.</p>
<i>Description of the community the project is situated in</i>	<p>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%.</p>
<i>Description of the tasks of the volunteer in the project</i>	<p>As a volunteer organization, we are receiving volunteers from all over the World and sending out volunteers in 34 different countries. <b>The volunteer will be working in the sending department.</b></p>

	<p>In particular, they* will be involved in preparing and supporting German volunteers who will do their voluntary service in Latin American countries and the Global North OR Africa and Asia. Their* tasks will be the following:</p> <ul style="list-style-type: none"> <li>• Answering of initial questions about application modalities and program specifications within the different formats of exchange program – via Email and phone</li> <li>• Support the selection process of candidates: revision of applications and verifying for completeness</li> <li>• If wished: contact to international partner organizations (working language is in English) regarding requirement and presentations of relevant documents</li> <li>• Reading, answering and archiving reports of the volunteers throughout the exchange year, administration of participation lists of participation documents</li> <li>• Support in preparing seminars</li> <li>• Possibility to support international Workcamps</li> <li>• Opportunity to implement own project ideas</li> </ul> <p>The volunteer supports the pedagogical work with international volunteers and German volunteers and assists with organizational tasks.</p> <p>They* gets an insight into documentation and organizational tasks for all programs of ICJA. Please keep in mind that the tasks are rather administrative (90%) and less pedagogical (10%).</p>
<p><i>Required skills and interests of the volunteer</i></p>	<p>The ICJA Office has the following expectations towards the volunteer's required skills and interests:</p> <ul style="list-style-type: none"> <li>- <b>very good knowledge of German (B2/C1) and English (B1/B2) is mandatory.</b></li> <li>- <b>Interest and fun in administrative tasks as well as in transcultural topics and global learning</b></li> <li>- be open-minded and motivated</li> <li>- be open to work in a responsible and independent way</li> <li>- ability to work in a team</li> <li>- willing to bring in own skills and interests</li> <li>- knowledge of Office Programs (especially Outlook, Word and Excel)</li> <li>- Interest in International Youth Exchange and Voluntary Service</li> <li>- Interest in contributing your own skills and testing yourself at seminars, etc.</li> </ul>
<p><i>Working hours, working time:</i></p>	<p>The weekly working hours will be 30-35 hours; two days off a week.</p>

<i>Training and support for the volunteer</i>	<p>There is a mentor who is responsible for answering any questions and supervising the work of the volunteer, and who speaks English. The volunteer can take part in the regular capacity training for staff members.</p> <p>The project has been a host project for the European Voluntary Service for several years now.</p> <p>The volunteer will always have another person who will support them with their tasks.</p>
<i>Pocket Money</i>	The volunteer will receive 7 Euro/day as pocket money 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>	You have to be flexible about the accommodation. You will have your own room. You will live in a shared apartment.
<i>How will the food arrangement be?</i>	The volunteer receives a food allowance of 333 euros/month from the project.
<i>International travel costs</i>	The volunteer will receive a financial contribution to his*her travel costs from his*her place of origin to Germany and back to the home destination. The amount depends on the distance travelled. For travel distances between 500 km and 1999 km: with plane 309€ / green travel 417€, between 2000 km and 2999 km: with plane 395€ / 535€ green travel 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).