

Host Project Description	
<i>Name of the coordinating organisation</i>	ICJA / ICYE Germany
PLANNED STARTING DATE	27.08.2024 -26.08.2025
<i>DURATION</i>	12 Months
<i>Contact person in the host organisation</i>	Mirka Tielemann Email: mtielemann@icja.de
<i>Name and complete address of the project placement</i>	ICJA Freiwilligenaustausch weltweit e.V. (International volunteer service organization) Activity: ICJA office (Seminar) Location: Am Sudhaus 2 - 12053 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 Neukölln district in the eastern central part of Berlin. It is a very active, lively and intercultural place to live with the proportion of people with a migration background being over 49 %.
<i>Description of the tasks of the volunteer in the project</i>	The main task of the volunteer is to support the preparation and implementation of events on cultural and political education as well as seminars for national and international volunteers as well as the special project SAWA - Geflüchtete leisten Bundesfreiwilligendienst This includes: - Supporting the content-related and pedagogical work of the ICJA seminar teams with international and

	<p>national participants of the voluntary service and educational programmes.</p> <ul style="list-style-type: none"> - Support of organisational tasks in connection with seminars (e.g., packing and transport of conference materials, support, travel and supervision of international volunteers, coordination of preparation and evaluation meetings of the volunteer team etc.). - Supporting organisational tasks in connection with the acquisition and supervision of volunteer placements. - Supporting training seminars for work camp leaders, seminar teams and volunteers (team preparation, implementation, follow-up) - Taking over administrative tasks for volunteer service programmes as well as special projects of the ICJA (e.g., database entries, creation of lists, accounting, circulars, etc. - Supporting public relations for seminars and special projects, e.g., developing and maintaining project blogs, creating photo logs, posts and documentations
<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"> - very good knowledge of German (B2/C1) and English (B1/B2) is mandatory. - Interest and fun in administrative tasks as well as in transcultural topics and global learning - be open-minded and motivated - be open to work in a responsible and independent way - ability to work in a team - willing to bring in own skills and interests - knowledge of Office Programs (especially Outlook, Word and Excel) - Interest in International Youth Exchange and Voluntary Service - Interest in contributing your own skills etc.
<p><i>Working hours, working time:</i></p>	<p>The weekly working hours will be 30-35 hours; two days off a week</p>
<p><i>Training and support for the volunteer</i></p>	<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 (as a hosting, sending, and coordinating EVS organization).</p> <p>The volunteer will always have another person who will support them with their tasks. ICJA has a large network to other volunteers.</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 "Deutschland ticket" (ca. 49 €/month).
<i>Description of the accommodation</i>	Because of the housing shortage in Berlin, it is very difficult for us to find a room for the volunteer. For this reason, it is very important that you are flexible about the accommodation: The volunteer is going to live in a single flat or in a shared apartment (Wohngemeinschaft) in Berlin.
<i>How will the food arrangement be?</i>	The volunteer will receive provisions (amounting to 230 Euro/month).
<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 (ca. 400 CHF)
<i>Insurance</i>	The volunteerhim*herself has to organise a health insurance, third party liability insurance as well as general accident insurance.