



## SVE offre de volontariat

# ICJA Office (Education/Seminars)

ICJA Freiwilligenaustausch weltweit E.V., Allemagne

### Langues du volontariat

Allemand, Anglais

### Date de début

Entre le 28 août et le  
30 août 2024

### Thèmes

Education et formation, Citoyenneté et participation  
démocratique

### Durée du volontariat

12 Monate

### Description de l'organisation

ICJA Freiwilligenaustausch weltweit leistet durch internationale Begegnungen und interkulturelle Bildung praktische Friedensarbeit und fördert gesellschaftspolitisches Engagement.

Seit 75 Jahren setzen sich Menschen für den Verein ICJA ein. Wir tun dies freiwillig und ehrenamtlich. Wir ermöglichen es jungen und älteren Deutschen ins Ausland zu gehen und dort in Projekten ehrenamtlich mitzuarbeiten. Genauso ermöglichen wir es Menschen aus aller Welt, das Gleiche in Deutschland zu tun.

<http://www.icja.de>

### Description de l'activité

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 %.

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 ([www.icja.de](http://www.icja.de))

This includes:

- Supporting the content-related and pedagogical work of the ICJA seminar teams with international and national participants of the voluntary service and educational programmes.
- 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

### **Informations complémentaires**

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 %.

The volunteer is going to live in a shared apartment (Wohngemeinschaft) in Berlin or in a single flat. The volunteer should be open to both.

### **Profil des volontaires recherché**

The ICJA Office has the following expectations towards the volunteer's required skills and interests:

- 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.

**E-mail de contact**

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