

# **INTERNSHIP PROPOSAL**

## **Zavod Volontariat**

### **Department/Division: Global Volunteering**

Zavod Volontariat is a non-profit and non-governmental organization aiming to promote social justice, sustainable development, international understanding and solidarity through voluntary service. Our main activities consist of organizing: (national and international) seminars and trainings, short-term voluntary projects (work camps, youth exchanges and initiatives) and long-term voluntary projects within the framework of SCI and Youth in Action programs and GLEN. Zavod Volontariat regularly organises events such as workshops, screenings, seminars, etc. that promote volunteerism and other values of Zavod Volontariat.

#### **Position title: Internship in Zavod Volontariat (Ljubljana)**

**Position purpose:** We are looking for a proactive and engaged student interested in topics of global issues, global education and volunteering. Intern needs to have an experience or interest in coordination, organisation, and promotion of project and programme activities as well as administrative support to programme officer. Intern should be highly motivated and have a good command of English, as the given tasks will be in English. Self-initiative and team work competences are highly desirable.

#### **Duties and responsibilities:**

##### **Task 1: Global education**

- organisation of events, participation in events, preparation and delivery of trainings, youth exchanges, preparation of information materials, contacting partners, support of GLEN programme
- support to other on-going activities and creating new ones (in relation to global education)

##### **Task 2: Support of daily work in the office**

- communication with partners, support to promotional events, work with Mobility tool of European Commission (in frame of ERASMUS+ program)
- support to other ongoing activities

##### **Task 3: Club of Volunteers**

- preparation, delivery and animating of workshops, seminars and presentations on topics linked to global learning and volunteering and other topics related to values of Zavod Volontariat (sustainability, equality, human rights, etc.)
- other tasks, depending on self-initiative of intern

**Professional competencies:** interest and/or knowledge in global education and understanding of global interconnectedness, coordinating and organisational skills, interest in global volunteering and Erasmus+ programmes, self-initiative and teamwork

**Key competencies/Language skills:** English - Advanced (Required), Slovenian - Beginner (Preferred)

**Key competencies/Computer skills:** Word processing - Independent user, Web Browsing and Communication - Independent user

**Key competencies/Other:** Adaptability/Flexibility, Initiative, Planning & Organizing, Teamwork, Scheduling & Coordinating, Intercultural perception

**How to apply:** Please send CV, cover letter **by 31/7/2016 at the latest (via INTLAG).**

**Earliest start date:** 01/10/2016

**Latest start date:** 31/10/2016

**Working language:** English

**City/Country:** Ljubljana, Slovenia

**Duration:** 5 months