



PROUD VOLUNTEERS FOR SOLIDARITY

7

VOLUNTEERING IN THE FOUNDATION'S OFFICE

YOU WILL BE JOINING 12 VOLUNTEERS FROM OUR ONGOING PROJECT

ARE YOU INTERESTED IN SOCIAL MEDIA, EVENT PLANNING AND NGO SECTOR?

DO YOU HAVE STRONG LEADERSHIP SKILLS AND TEAMWORK SPIRIT?

APPLY TODAY!

ABOUT US

The Foundation of Social Integration Prom was established in 2004.

We've been hosting ESC volunteers in our children's center, Brave Kids project, our office, Polish kindergartens and schools in Wroclaw since 2009. Apart from ESC projects, we're also involved in local projects that support the integration of people and groups of people at risk of marginalization and social exclusion such as children from disadvantaged backgrounds, Roma minority, and people with mental health issues.

We are looking for 1 volunteer (EU or non-EU resident) to work in our foundation's office in the city center of Wroclaw.

Please read the criteria below and apply by sending us the documents mentioned at the end of this info pack before the 24th of November 2023.

ACTIVITY DATES: March 1st - July 31st 2024 (5 months).

YOU ARE ELIGIBLE TO APPLY IF YOU:

- 1 are between 18 and 30 years old
- 2 have not done any European Voluntary Service / European Solidarity Corps project before.
- 3 have a clean criminal record (a relevant document should be sent to us after the recruitment).
- 4 are fluent in English

CHECK OUR MEDIA CHANNELS:



www.evs.wroclaw.pl



[evs.wroclaw](https://www.instagram.com/evs.wroclaw)



[EVS in Wroclaw](https://www.facebook.com/EVS.in.Wroclaw)



[What volunteers say about their experience](#)

This volunteering position combines a range of diverse tasks from administration, office management to social media management, and organizing promotional events.

- 35 hours of hybrid volunteering work (home office and foundations's office) per week (6 hours per day) + 5 extra hours per week for group meetings with volunteers to plan activities for local events and produce materials.
- updating information on the foundation's website, Facebook page, Instagram and YouTube channel (translating, editing, writing new articles, adding photos, videos, etc.);
- creating promotional materials and visuals for events and social media;
- searching for local events on Facebook that the Foundation can join;
- taking photos and shooting videos during events and workshops;
- taking an active part in all stages of events related to the dissemination of the project results such as proposing ideas, helping with logistics and schedule of the event under the supervision of the foundation's staff;
- promoting Foundation's activities in the local media - creating short texts and photo reports;
- participating in the events for NGOs (presentations, workshops, trainings, integration activities) together with the foundation's staff;
- helping in the inventory of materials and equipment belonging to the Foundation (aids, toys, advertising materials and documentation);
- ordering new advertising materials;
- co-organizing extra events for the group of volunteers such as intercultural evenings, workshops, etc.;
- managing and reorganizing the foundation's partner database, photo and video documentation;
- contributing ideas to updates of internal documentation related to integration and evaluation meetings with volunteers.





WE WOULD LIKE TO HOST A VOLUNTEER WHO:

- IS ABLE TO COMMUNICATE IN ENGLISH WELL (KNOWLEDGE OF POLISH WOULD BE AN ASSET!)
- IS INTERESTED IN NON-GOVERNMENTAL SECTOR (NGO), SOCIAL MEDIA, PR
- IS NOT AFRAID OF OFFICE WORK: EMAILS, SPREADSHEETS AND INVOICES
- IS RESPONSIBLE, TRUSTWORTHY AND PUNCTUAL
- IS GOOD AT WRITING, TAKING PHOTOS AND SHOOTING VIDEOS
- IS AN INDEPENDENT USER OF BASIC PHOTO/VIDEO EDITING PROGRAMS
- IS PROFICIENT IN SOCIAL MEDIA
- IS EXPERIENCED IN EVENT MANAGEMENT OR READY TO LEARN HOW TO ORGANISE GROUP EVENTS
- IS ABLE TO WORK INDEPENDENTLY
- WANTS TO LEARN POLISH
- HAS GOOD ORGANIZATIONAL SKILLS
- IS CREATIVE AND IMAGINATIVE
- IS FLEXIBLE, FRIENDLY AND HELPFUL
- IS POSITIVE, OPEN AND HONEST
- IS WILLING TO WORK AND DEVELOP IN A MULTICULTURAL ENVIRONMENT
- IS WILLING TO EXPLORE IN PRACTICE THE SUBJECT OF NGO MANAGEMENT (FINANCIAL, LOGISTICS, HR, ETC.)

WHO WILL YOU WORK WITH? MEET OUR ESC PROJECT COORDINATORS



**VALERIYA
FARRUGGIA**

Project Coordinator

- speaks Polish, Russian, English and French
- Bachelor's Degree in Linguistics
- Ongoing Postgraduate Degree in Product Design
- 2 years of working with pre-school children in China
- long-term volunteering experience in Wrocław, Poland, 2019-2020

RESPONSIBILITIES:

- pre-departure trainings for Polish volunteers
- promotion and social media management
- arranging Polish lessons
- organizing and leading preparatory trainings and events
- managing cooperation with mentors
- managing registration of participants
- updating internal documentation
- evaluation meetings
- contact with Polish NA



**ANNA
IWANOWSKA**

Project Coordinator

- speaks English and Portuguese
- Master's Degree in Child Development
- 12 years of experience in coordinating volunteering projects
- long-term volunteering experience in Braga, Portugal, 2004

RESPONSIBILITIES:

- managing contracts with Polish NA
- managing contracts with mentors
- accounting and supervision of all the financial documentation in projects (food and pocket money, flat rentals)

PRACTICAL ARRANGEMENTS AND WHAT IS PROVIDED



- Polish language course (twice a week, 4 school hours).
- Obligatory on-arrival and mid-term training in Poland.
- 6 hours of work per day (35 hours in host.org. per week + 5 hours for extra activities outside the host.org.).
- All the required medical examinations, 4-day training in our office to get participants started, health and safety training in host.org. are provided at the beginning of the project.



- Monthly pocket money is 150 EUR a month.
- Food money is 650 PLN a month. This money is enough to buy basic food to cook at home, not to go to restaurants.
- Reimbursement of the travel costs from the city of origin to Wrocław and back (up to the amount based on the ESC Distance Calculator, the excessive amount will be paid by the participant).
- Local transportation card (for trams, buses and night buses).



- Place in a double room in a flat shared with other participants or students (with Internet access, equipped kitchen, clean towels and bedsheets). The flats have a "student standard".
- Mentor's support throughout the entire project.
- Support of a special mentor and additional support (e.g. psychologist) for participants who experience obstacles in their lives (health issues, geographic, social, educational, economic obstacles).



WHAT WILL YOU GAIN?



- increase your language skills (learn the basics of the Polish language, deepen your knowledge of English);
- improve your leadership skills and learn how to manage group projects;
- gain a wide experience for future professional life;
- become more flexible and ready to adapt to changes in the environment after such a long stay in a foreign country);
- improve your digital skills by using a variety of tools (Slack, , Canva, Google Drive, Business Suite for Instagram and Facebook);
- develop self-organized activities/ workshops, learn how to plan and manage your time and finances;
- learn a lot about the work of the NGO: staff organizational structure, funding sources, project management methods, financial settlements and evaluations;
- become more confident, responsible and mature;
- through regular meetings with the mentor and analysis of progress you will find the most effective way(s) for you to learn;
- have a better understanding of cultural differences and to be able to accept them;
- learn how to promote a project and its results/values within the local community by taking action and make new friends!

APPLICATION AND SELECTION PROCESS

The whole recruitment process will be held by the Coordinating Organization the Foundation of Social Integration Prom.

IMPORTANT

After reading all the applications we will contact pre-selected candidates for an online interview. You might be asked to talk with the representative of the hosting organization. Final results will be announced within 14 days after the interview.

DEADLINE

Apply before the 24th of November 2023. Applications will only be considered if the required documents are fully completed.

CONTACT US

If you have any questions and you would like to clarify some details about the project, do not hesitate to contact the project coordinator.

Valeriya Farruggia

 evs@fundacjaprom.pl

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 [EVS in Wroclaw](https://www.facebook.com/EVS.in.Wroclaw)

 [What volunteers say about their experience](#)

APPLY BY:

1

Filling out a questionnaire
[Click here to open it!](#)

2

Sending your CV to
evs@fundacjaprom.pl

3

Sending your Motivation Letter to
evs@fundacjaprom.pl