

Ready for 10-months long adventure in Wrocław, Poland?

Interested in ngo, journalism, PR and social media?

Open to gain professional experience, learn new languages and find new friends?

**This project can be a chance for you !**

EVS coordinating organization, The Foundation of Social Prom from Wrocław (<http://evs.wroclaw.pl/>), Poland is glad to announce an open call in long-term EVS project "Happy Kids Better Europe 3". In this project We will have 21 participants: 19 working in kindergartens, 1 in primary school and 1 in Foundation's office. This particular call for volunteers is open for 1 participant from Ukraine to work in Foundation's Prom (coordinating organization) office. Please read carefully the criteria below and send us the documents needed in case you want to apply.

Eligibility: you are eligible to apply if you are 18 to 30 years old and can fluently communicate in Polish or English.



## **HOSTING ORGANISATION:**

### **A 8. Foundation of Social Integration Prom.**

[www.evs.wroclaw.pl](http://www.evs.wroclaw.pl), [www.fundacjaprom.pl](http://www.fundacjaprom.pl)

[https://europa.eu/youth/volunteering/organisation/949066722\\_pl](https://europa.eu/youth/volunteering/organisation/949066722_pl)

Inviting 1 volunteer with communicative Polish or English – work in project's office (only from Ukraine)

Activities start 01.09.2017 finish 31.07.2018 / Working hours: 9:30 – 16:30

## **VOLUNTEER'S PROFILE**

For this vacancy We search for people:

- able to communicate in Polish or/and English
- interested in activities in the non-governmental sector, journalism, PR
- proficient in social media and in writing as well
- willing to explore in practice the subject of ngo's management (financial, logistics, human resources, etc.)
- who is not afraid of office work: tables, excel and Wordpress
- creative and imaginative;
- positive, open and honest;
- able to handle: photo camera, video camera, basic photo / video editing programs or ready to learn fast how to do it;
- able to work independently;
- responsible, trustworthy and punctual;
- wanting to learn Polish or to develop English language
- willing to work and develop in a multicultural environment.

## **LIST OF POSSIBLE TASKS**

- current administration: mail receipt and dispatch, database creation, help finding new foreign partners for the future projects;
- work on foundation's website (translating, editing, creating new articles, adding photos, videos etc) and Facebook profiles (evs in Wroclaw, Prom Foundation);
- participation in events within the Foundation's projects (picnics, presentations, workshops) - photo and video documentation. Materials processing, creating short films, spots, collages, presentations;
- promotion of the Foundation's activities in the local media - creation of short text and photographic relationships;
- work on organizing the archive of photographs of the Foundation from the past 13 years;
- possibility to create, with the help of a coordinator, own mini-projects, according to volunteer's interests, to be implemented in the local community;
- help in the inventory of materials and equipment belonging to the Foundation (aids, toys, advertising materials and documentation). Ordering new advertising material.

## WHO WILL YOU WORK WITH?

### **Karolina Bobińska**

She has 12 years of experience of work in NGOs as a specialist in fundraising and project coordinator, including funds: Human Capital Operational Programme, Norwegian Financial Mechanism and the EEA Financial Mechanism, the Municipality of Wrocław, the Ministry of Education, Ministry of Interior, International Visegrad Fund, etc. She has two years of experience in the role of EVS mentor and three years as coordinator of EVS projects. For over a year she worked as a consultant and fundraiser in the Wrocław Centre for NGO Support "Sector 3". Three years served as head of Club for people with mental health problems in Wrocław. She has a master's degree majoring in ethnology and cultural anthropology, and completed postgraduate studies in the use of structural UE funds. Systematically improve their qualifications on courses and trainings. She has perfect ability to schedule tasks over time, solve problems, predict and prevent risky situations, preparation of project documentation: proposals, budgets, spending plans, evaluations and reports. She speaks English and basic French. She was a author and coordinator of "Some of the many" social campaign. Its main objective was to improve the image of Roma in the three Polish provinces, increasing knowledge about this ethnic minority and reducing stereotypes. To know more visit: [www.jednizwielu.pl](http://www.jednizwielu.pl)



### **Anna Iwanowska**

She was an EVS volunteer (project VivArta Braga, Portugal, 2004) for eight years cooperating with the Foundation Prom. She has participated in several trainings for volunteers (pre-dep training, on-arrival training after service- meeting), coordinators and mentors EVS "SOHO" European Training Course on Quality in EVS, Barton Manor, England, in 2005, the annual Convention of the EVS Organization organized by the Polish National Agency. She has been coordinating work of the trainees, volunteers and interns working in the Foundation office and clubs for children. She speaks English and Portuguese. Anna has a wealth of experience in working in an international environment gained through own experience and work as an EVS coordinator for 8 years. She has a master's degree majoring in pedagogy and postgraduate studies on cultural animations. Has the ability to schedule tasks over time, solve problems, predict and prevent risky situations, preparation of project documentation: proposals, budgets, spending plans, evaluations and reports.



## PRACTICAL ARRANGEMENTS / WHAT WE PROVIDE

- **Monthly allowance=pocket money: 85 euro/month** (ticket to the cinema: 3-5 euro, glass of wine in restaurant 4 euro)
- **Food money: 400 PLN** (prices in Poland: bread: 1 euro, milk 0,75 euro per liter, sugar 0,75 euro per kilo, ice cream 1 scoop: 0,75 euro). Payed partly to the volunteer and partly to the kindergarten if you will decide to eat lunch in kindergarten.
- Local transportation ticket (for trams, buses and night buses) – Urban Card
- Travel tickets from your city to Wrocław and back (up to the amount based on Distance Calculator of Erasmus+, the excess of this amount will be payed by volunteer)
- Polish language course (twice a week, 12 months, with other volunteers)
- Travel costs for on-arrival and mid-term trainings in Poland
- Place in a room shared with other volunteers or students (with Internet access, kitchen equipment, fresh towels, bedclothes and blanket)
- 7 hours of work per day, including Polish language course (35-38 hours per week)
- Possibility to write own mini-projects, to get help in searching for financial support (from municipal office etc.) and in implementation of your own project



**What will you gain with this experience? Throughout this project you can:**

- increase your language skills (to learn the basics of the Polish language, deepen the knowledge of English)
- learn how to work in group and resolve conflicts if necessary (you will be more flexible and ready to adapt to changes in the environment after such a long stay in foreign country)
- learn a lot about the work of the NGO: staff structure, funding sources, project management methods, financial settlements and evaluations
- gain a wide experience to be used in future professional life (as fundraiser, journalist, graphic designer, coordinator, etc.)
- be able to understand better and accept cultural differences
- be more self-confident, responsible, matured
- develop self-organizing activities, you will learn how to plan and manage your time and finances
- through regular meetings with the mentor and analysis of progress you realize the most effective way for you to learn
- make new friends!





## **APPLICATION AND SELECTION PROCESS:**

All the process will be arranged by Coordinating Organization, Foundation of Social Integration Prom, which will be your hosting organization at the same time.

If you are interested in the project and the period of time suits you, please send us on: [evs@fundacijaprom.pl](mailto:evs@fundacijaprom.pl) all the following attached document in English:

- CV, motivation letter
- "EVS Questionnaire office" document with summary of your data, preferred kindergarten and with additional questions (to be downloaded from here: <http://evs.wroclaw.pl/#join-us>)

The deadline to apply is the 31st of May 2017. Applications will only be considered if the documents are received fully completed and with picture.

## **>IMPORTANT<**

After reading all the applications We will contact chosen candidates and arrange a Skype interview. After the full procedure We will make decision. This can take around 3-4 weeks. Final results will be known in the middle of July 2017.

If you have any doubts do not hesitate to contact us.  
Our EVS coordinators are ready to answer your questions:

Karolina Bobińska: [karolina@fundacijaprom.pl](mailto:karolina@fundacijaprom.pl) or 0048713592921

