

# European Solidarity Corps Volunteering Opportunity at MAAILMANVAIHTO – ICYE FINLAND'S OFFICE



**Location:** Maailmanvaihto – ICYE Finland Office, Helsinki, Finland

**Volunteering period:** 5.10.2020–28.2.2021 (almost 5 months)

**Deadline for the applications:** 10.9.2020

**Maailmanvaihto – ICYE Finland** is a non-profit NGO working in the field of international volunteering, organising long-term volunteer work programs for young adults (18–30+ years). Maailmanvaihto is a member of the ICYE Federation (International Cultural Youth Exchange), which consists of forty organisations worldwide.

Maailmanvaihto coordinates ICYE and ESC volunteering activities, annually sending about 20–30 Finnish young people to volunteer abroad and receiving about 30–40 volunteers to Finland. Our principles are intercultural learning, active citizenship and global responsibility. Maailmanvaihto is led by the board with twelve board members. There are three full-time staff members working at the office: Secretary General, Program Coordinator and Communications Officer and a good number of volunteer co-workers who run the activities of the organisation.

## AIMS OF THE ESC VOLUNTEERING PERIOD

Aims of the ESC volunteering period is to offer the participant an opportunity to learn about internationality, a youth exchange organisation's activities and communication work. The volunteer enrich our organisational culture by bringing into the work community their skills, ideas and points of views.



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## VOLUNTEER'S ROLE AND TASKS

The volunteer will support the Maailmanvaihto office staff in informing young people about the volunteering possibilities and in organising international volunteer programs. Volunteer's work tasks include:

- Office work related to organising volunteer programs (e-mailing with volunteers and partner organisations, promoting available placements and assisting in the selection processes and travel arrangements)
- Practical arrangements of training for volunteers as well as other events (e.g. kitchen work and taking photos & making videos)
- Hosting the Language Café of Maailmanvaihto or some other own project based on one's own skills and ideas Developing a project according to the skills and ideas of the volunteer, emphasizing communication work (e.g. videos and social media campaigns on learning in international volunteering)
- Taking photos and making and editing videos, making graphic design, making social media posts
- Making a newsletter for the international volunteers
- Updating guidebooks for the international volunteers and other material
- Reviewing and updating the English website
- Participating in making the Maailmanvaihto magazine

In their tasks, the volunteer needs fluent English skills and it is useful to know Finnish, too. We expect that the participant has their own initiative and is eager to use their skills and bring forward their ideas. We also expect responsibility, a systematic approach as well as communication and cooperation skills. The volunteering period is suits for a young person interested in communication and information work. For the participant, there are available Office programs as well as the products of the Adobe Creative Cloud.

## ACCOMMODATION

In a host family in the Helsinki area.

## ACCESSIBILITY INFORMATION

In Maailmanvaihto's office it is possible to move around with a wheelchair, but the office space is unfortunately not completely wheelchair accessible: there is an approximately 7 cm doorstep at the entrance, and the toilet is not big enough for a wheelchair. In case you have a disability or a long-term illness, please contact us prior to applying in order to find out in case we could offer you the support you need.

## APPLYING

- Please, visit Maailmanvaihto's website for full description on the ESC position & to download Maailmanvaihto's ESC application form:  
<https://maailmanvaihto.fi/en/apply-for-esc-volunteering-at-the-office-of-maailmanvaihto>
- **Fill the ESC application form in and send it to [evs@maailmanvaihto.fi](mailto:evs@maailmanvaihto.fi) on 10.9.2020 the latest.**
- In case you have previously (as your hobby, for instance) taken photos or made videos, graphics, layouts or other communication material, you are welcome to attach examples of them into your application if you wish.
- Pre-selected applicants will be contacted and Skype interviewed soon after the application deadline.



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