

# Project LTV at the International Secretariat of SCI

**Name:** Project LTV at the International Secretariat of SCI

**Location:** Antwerp, Belgium

**Duration:** 12 months

**Deadline:** 28 January 2011

**Position:** Full-time (37.5 hours a week)

**Starting date:** March 2011

## Task description:

### A. Support implementation of SCI Communication Plan

- Develop & update Online Social Media networks & tools (Facebook, Twitter, YouTube, Picasa)
- Permanent collecting and storing of pictures, videos and text meant for external publications
- Support the development of two new websites ([sciint.org](http://sciint.org) and [spaceforpeace.net](http://spaceforpeace.net))
- Support the development of spaceforpeace e-zine & responsible for quarterly publishing of the e-zine
- Update and administer the [spaceforpeace.net](http://spaceforpeace.net) website
- Support the development of a publication related to SCI 90<sup>th</sup> anniversary
- Supporting activities in the field of European Year of Volunteering 2011
- Assist in the development of the Annual Report 2011

### B. Exchange support

- Active preparation of the EEM (Exchange Evaluation Meeting) as a full preteam member and attendance of the meeting
- Responsible for collecting collect pre-EEM documents and follow-up work on this
- Follow-up and evaluation of the EEM (report/minutes)
- Administer the exchange e-mails at [placement@sciint.org](mailto:placement@sciint.org)
- Support the Programme Officer in being the link between the EEM and NSPM
- Monitor the OPS database and maintain it when needed
- Collect and analyze statistics

### C. North South support

- Give support to the Programme Officer when possible
- Upload north-south (short-term) projects on the Online Placement System

### D. Other

- Support the Peace Messengers network (communication, grant applications, attendance of meetings)
- Support the Programme Officer with fundraising activities

- Any other tasks as assigned by the International Coordinator/Programme Officer

### **Profile**

- An interest in SCI and the volunteering sector in general
- **Previous experience in SCI workcamps or SCI volunteering projects**
- An interest in peace and peace education
- Experience in the volunteering sector is a plus
- Ability to work both independently and in a team.
- Intercultural skills: ability to work in a multicultural team
- Good English (working language in the organization and in the office)
- Computer skills: MS Office, Internet, Online Social Media & CMS (basic knowledge)

### **Conditions of Service**

- An interesting, international working environment
- Possibilities to learn about SCI, volunteering, project and office management
- An allowance of 440 EURO per month (including costs for food). In Belgium, this is fairly sufficient for all elementary costs of food, leisure time activities and a few extras
- We provide accommodation. This means a room of your own in a house, where in most cases bathroom, kitchen, and living room would be shared with the other inhabitants of the house.
- Health Insurance
- A working week of 37.5 hours
- 21 holidays per year plus 10 statutory holidays