

Placement Officer at SCI France

Location: Paris, France
Work starts: 01-03-2011
Work ends: 31-08-2011
Application deadline: 28-01-2011
Decision date: 04-02- 2011
Vacancies: 1
Languages:
Project: French
Local: French

Project Description:

In the SCI French branch office, the Placement Officer (PO) is in charge of recruiting and communicating with French volunteers going to workcamps abroad and foreign volunteers coming to French workcamps. The PO will be able to enjoy an international working atmosphere, discovering different solidarity-based projects, discover the world of SCI and its many possibilities... He/she will work with great colleagues eager to meet her/him!

Detailed Information:

Work: The placement officer will start working with SCI France the 1st of March. He/she will be introduced to the team and work environment. He/she will take part in the PO training (a week in march in a SCI branch abroad, to be determined). Upon his/her return, He/she will start the recruitment process: filling in placement sheets, answering volunteers, communicating on what volunteering and workcamps are, what international solidarity is, organizing events/parties once a month to get to know our volunteers before their departure and their impressions once they're back. He/she will also help the permanent team with writing infosheets and statistics at the end of the season. The PO will also join the Workcamp Leader Training in April and will lead a workcamp or two during the summer time (July/August). The working hours are from Monday to Friday from 10 to 18 PM. Twice a month, there are late evenings and there will be a few working week-ends during the working period (March, April mainly)

Requirements:

- * good French and good English !
- * good understanding of volunteerism
- * flexibility towards working hours
- * capacity to work autonomously and seriously
- * good IT skills
- * excellent communication skills to motivate the volunteers
- * open attitude to interculturality, peace issues and environmental awareness.

Financial conditions:

Pocket money: 300 euros a month (including food)
Food: To be paid with the pocket money.

Accommodation: He/she should be accommodated in a youth center (private room, with shared bathroom/kitchen) close to the office (10 minutes by bike or bus from the office). To be confirmed.

Insurance: SCI Insurance. It is recommended to have your own insurance and to ask for the European one (if a European citizen).

Visa: SCI is willing to write an invitation for the PO if he needs a visa... Visa costs will be paid by the volunteers him/herself, like transport costs.

Others: A bike could be lent to the PO for his transport inside Paris. 10 days of holidays to be taken during the working period + national days