**Project name**: Volunteer for Better World

**Project period**: 01/02/2016 - 31/10/2016, 9 months (we have applied for funding and the project will be confirmed in December)

**Place**: KVT Finland office in Helsinki at Peace Station

**Profile of the candidate**:

Requirements:

- Flexible and a good team-worker

- Has self-initiative and is genuinely interested in the tasks

- Good IT-skills (email, Skype, GoogleDrive, Microsoft Office, etc.)

- Fluent English speaker, other languages are an asset

- Ability to work in shared office room with other staff and volunteers

- Shares KVT/SCI values

- Previous volunteering experience and knowledge of SCI

- Experience in training/facilitating workshops, especially in the field of peace and global education

- Ability to understand people from different backgrounds

Additionally it is an asset:

- Previous experience of using the SCI Online Placement System

- Previous experience of using WordPress publishing platform, social media (Facebook, Twitter, Instagram) or desktop publishing software (Indesign etc.)

**Task description:**

The volunteer will work at the KVT office in Helsinki together with the Executive Director and the Exchange and Volunteer Coordinator. In addition KVT's workcamp coordination group will work closely together with the volunteer. The volunteer's tasks include:

With KVT staff:

-placing volunteers to Finnish workcamps during the exchange season

-participating in KVT Board meetings when project related topics are on the agenda (once a month)

-supporting tasks at the office: PR, interviewing outgoing long term volunteers, helping with meeting preparations

-participating in planning, preparation and implementation of KVT’s anniversary year celebrations including a special workcamp in autumn 2016

With KVT's camp coordination working group:

-participating in the planning and preparation of camp leader trainings and long term volunteer trainings, one of which will be organised in Sweden together with IAL Sweden, EstYes Estonia, ID Norway, SEEDS Iceland and SFERA Russia

-help with the coordination of Finnish workcamps: collecting info sheets, answering volunteers' questions, help with recruiting camp leaders and camp visitors

-preparing a camp visit workshop and training visitors, visiting camps if necessary

-being the contact person for Finnish camp leaders at the office and disseminating information between camp leaders and the camp coordinating group

-participating in the evaluation of the camp season and the preparation of KVT's annual evaluation weekend

With KVT's immigration working group:

-visiting reception centers to tell about volunteering opportunities in Finland

-placing asylum seekers and other immigrants on Finnish workcamps

-participating and organising workshops together with KVT volunteers in the Helsinki area asylum seekers' reception centers

Optional:

-leading one Finnish work camp during the summer

**What do we offer:**

- Introduction to the tasks, KVT and SCI at the beginning of EVS period

- Hands on experience of working in an international NGO

- Experience on volunteer coordination

- Possibility to learn about Finnish society and language

- Relaxed working environment and a large network of Finnish volunteers

- Opportunity to learn about the situation of refugees and migrants in Finland

- Opportunity to travel in Finland and possibly also to neighbouring countries

**Accommodation**: In a shared flat in Helsinki or the capital area. KVT will cover the rent of the volunteer.

**Travel**: KVT will cover the volunteer’s travel to Finland up to 360 euro. Monthly bus pass in Helsinki will be covered by KVT. Bicycle is provided for the volunteer.

**Project language**: Finnish and English. The volunteer will participate in a Finnish language course during the project.

**Pocket money**: 120 euro / month

**Age limit**: 17-30 years

**How to apply:** Send a short CV (max. 2 pages)  and application letter (max. one page) in English to your local SCI branch by 8.11.

