

THIS PROJECT CAN BE A CHANCE FOR YOU!



Ready for 12-months long adventure in Wrocław,
Poland?

Interested in NGO, journalism, PR and social media?

Open to gain professional experience and to find new
friends?

www.evs.wroclaw.pl



Fundacja Integracji Społecznej

EVS coordinating organization, The Foundation of Social Integration Prom from Wroclaw, Poland is glad to announce an open call for a long-term strategic EVS project “HAPPY KIDS, BETTER EUROPE 4”.

In this project we will have 18 participants: 17 working in kindergartens and **1 in Foundation’s office.**

This particular call is open for 1 participant who will work in our (coordinating organization) office.

The project starts in MARCH 2019 and finishes in FEBRUARY 2020.

You are eligible to apply if you:

- are 18 to 30 years old
- have not done European Voluntary Service before
- have communicative level of both Polish and English

Please read carefully the criteria below and send us the documents needed in case you want to apply.

Be sure to open the 3 links below before reading the full call:

www.evs.wroclaw.pl

www.youtube.com/watch?v=xZJF4H3kr7Q&feature=youtu.be

<https://web.facebook.com/EVSiWroclaw/>

HOSTING ORGANISATION -

Foundation of Social Intergration Prom



www.evs.wroclaw.pl

www.fundacjaprom.pl

https://europa.eu/youth/volunteering/organisation/949066722_pl

Inviting 1 volunteer with communicative level of Polish and English coming from Ukraine, Belarus, Russia, Slovakia, Czechia, Germany or Lithuania

Working hours:

Monday-Friday: 9:30a.m. – 4:30p.m.

VOLUNTEER'S PROFILE

We would like to host
a person who is:

- able to communicate in Polish and English,
- interested in non-governmental organizations sector, journalism, PR,
- proficient in social media,
- good at writing, taking photos, shooting videos,
- an independent user of basic photo / video editing programs,
- willing to explore in practice the subject of NGO's management (financial, logistics, human resources, etc.),
- not afraid of office work: charts, emails, invoices, Excel and Wordpress,
- experienced in event management or ready to learn how to organise group events,
- creative and imaginative,
- positive, open and honest,
- able to work independently,
- responsible, trustworthy and punctual,
- excited to develop Polish and English,
- willing to work and develop in a multicultural environment.

LIST OF POSSIBLE TASKS

- current administration: mail receipt and dispatch, database creation, looking for foreign partners and volunteers for future projects,
- working on Foundation's website and FB profile (EVS in Wroclaw): translating, editing, creating new articles, adding photos, videos, etc.,
- participation in events organised by the Foundation (picnics, presentations, workshops) - photo and video documentation,
- Creating and editing materials, making short films, spots, collages, presentations,
- promoting Foundation's activities in the local media - creation of short text and photo reports,
- putting in order the archive of photographs from the past 14 years,
- possibility to create, with the help of a coordinator, volunteer's own mini-projects for the local community, according to volunteer's interests,
- help in the inventory of materials and equipment belonging to the Foundation (aids, toys, advertising materials and documentation),
- ordering new advertising materials,
- helping other volunteers coordinated by Prom with daily-life challenges and problems

WHO WILL YOU WORK WITH



KAROLINA BOBIŃSKA

She has 13 years of experience of work in NGOs as a specialist in fundraising and project coordination, including funds: European Social Fund, Norwegian Financial Mechanism and the EEA Financial Mechanism, the Municipality of Wrocław, the Ministry of Education, Ministry of Interior Affairs, International Visegrad Fund, etc. She has 2 years of experience in the role of EVS mentor and 4 years as EVS coordinator. For over a year she worked as a consultant and fundraiser in the Wrocław Centre for NGO Support "Sector 3". She was a head of Club for people with mental health problems in Wrocław for 3 years.



Karolina obtained a master degree in ethnology and cultural anthropology, and completed postgraduate studies in the use of structural UE funds. She systematically improves her qualifications on courses and trainings. She has perfect ability to schedule tasks over time, solve problems, predict and prevent risky situations, prepare project documentation: proposals, budgets, spending plans, evaluations and reports. She speaks English and basic French. She was an author and coordinator of "Some of the many" social campaign. Its main objective was to improve the image of Roma in 3 Polish provinces, increasing knowledge about this ethnic minority and reducing stereotypes. To know more visit: www.jednizwielu.pl

ANNA IWANOWSKA

She was an EVS volunteer (project VivArta Braga, Portugal, 2004). For 9 years she's been an EVS coordinator. She has participated in several trainings for volunteers (pre-departure training, on-arrival training, after service-meeting), coordinators and mentors (e.g. 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 rich experience in working in an international environment gained through her own experience and work as an EVS coordinator for 9 years. She obtained master degree in pedagogy and completed postgraduate studies in cultural animation. She has the ability to schedule tasks over time, solve problems, predict and prevent risky situations, prepare project documentation: proposals, budgets, spending plans, evaluations and reports.

PRACTICAL ARRANGEMENTS



- Monthly allowance = pocket money: 90 euro/month (ticket to the cinema: 3-5 euro, beer in a pub: 1,5-2 euro) = around 370 PLN (because we applied for 2017 call, according to which the pocket money was 3 euro per day)
- Food money: 420 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). This money is enough to buy basic food articles to cook at home, not to go to restaurants
- Local transportation ticket (for trams, buses and night buses) – Urban Card
- Travel tickets from the city where your Sending Organisation is placed to Wroclaw 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 4 school hours, until August)
- 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). The flats have student standard.
- 7 hours of work per day, including Polish language course (35-38 hours per week)
- Possibility to write and implement your own mini-projects
- Taking part in strategic part of the project: co-creating the manual for future volunteers

WHAT WILL YOU GAIN?



Throughout this project you can:

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

APPLICATION AND SELECTION PROCESS

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 2 weeks. Final results will be announced by the 12th of January 2019 the latest.

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

Karolina Bobińska: karolina@fundacjaprom.pl or
0048713592921

Anna Iwanowska: ania@fundacjaprom.pl or 0048713592921

If you are seriously interested in the project and the period of time suits you, please send us on: evs@fundacjaprom.pl all the following documents in English:

- CV with picture
- motivation letter
- “EVS Questionnaire Office 2019” document with summary of your data, and with additional questions (to be downloaded from here: <http://evs.wroclaw.pl/#join-us>)

The deadline to apply is the 20th of December 2018. Applications will only be considered if the received documents are fully completed and with a picture.