



# PROUD VOLUNTEERS FOR SOLIDARITY



VOLUNTEERING IN THE FOUNDATION'S OFFICE

ARE YOU READY FOR A LIFE-CHANGING ADVENTURE IN  
WROCLAW, POLAND?

ARE YOU INTERESTED IN NGO WORK, JOURNALISM, PR AND  
SOCIAL MEDIA?

ARE YOU OPEN TO GAIN PROFESSIONAL EXPERIENCE BY  
CONTRIBUTING TO THE LOCAL COMMUNITY?

# ABOUT US

The Foundation of Social Integration Prom was established in 2004.

Our aim is to integrate persons and groups of people at risk of marginalization and social exclusion. We work with children from disadvantaged families, Roma minority, and people with mental health issues. We've been hosting ESC volunteers in our children's center, Brave Kids project, Polish kindergartens and schools in Wrocław since 2009.

We are looking for 1 volunteer to work in our foundation's office in the city of Wrocław.

Please read the criteria below and apply by sending us the documents mentioned at the end of this call before the 15th of May 2023. Start on the 1st of September 2023 and finish on the 29th of February 2024.

## YOU ARE ELIGIBLE IF YOU:

- 1 are between 18 and 30 years old
- 2 have not done any European Voluntary Service / European Solidarity Corps project before.
- 3 have a clean criminal record (a relevant document should be sent to us after the recruitment).

## CHECK OUR MEDIA CHANNELS:



[www.evs.wroclaw.pl](http://www.evs.wroclaw.pl)



[evs.wroclaw](https://www.instagram.com/evs.wroclaw)



[EVS in Wrocław](https://www.facebook.com/EVS.in.Wroclaw)



[What volunteers say about their experience](#)



## WE WOULD LIKE TO HOST A PARTICIPANT WHO:

- HAS GREAT SPOKEN AND WRITTEN ENGLISH SKILLS (KNOWLEDGE OF POLISH WOULD BE AN ASSET!)
- IS INTERESTED IN NON-GOVERNMENTAL SECTOR (NGO), PR, DIGITAL MEDIA MARKETING, JOURNALISM, PR
- IS MOTIVATED TO LEARN POLISH
- IS NOT AFRAID OF OFFICE WORK: EMAILS, SPREADSHEETS, WORDPRESS AND INVOICES
- IS RESPONSIBLE, PUNCTUAL AND RELIABLE
- IS GOOD AT WRITING, TAKING PHOTOS AND SHOOTING VIDEOS
- IS AN INDEPENDENT USER OF BASIC PHOTO/VIDEO EDITING PROGRAMS
- IS PROFICIENT IN SOCIAL MEDIA
- IS ABLE TO PLAN THEIR TIME AND WORK INDEPENDENTLY
- IS PREFERABLY EXPERIENCED IN EVENT MANAGEMENT OR READY TO LEARN HOW TO ORGANISE GROUP EVENTS
- IS ABLE TO BE A TEAM LEADER
- IS CREATIVE AND IMAGINATIVE
- IS FLEXIBLE, FRIENDLY AND HELPFUL
- IS POSITIVE, OPEN AND HONEST
- HAVE A POSITIVE ATTITUDE TOWARDS POTENTIAL CHALLENGES OF LIVING ABROAD
- IS WILLING TO EXPLORE IN PRACTICE THE SUBJECT OF NGO MANAGEMENT (FINANCIAL, LOGISTICS, HR, ETC.)

This volunteering position combines a range of diverse tasks from administration, office management to social media management, organizing promotional events and developing your own project with a possibility to apply for funding. A large amount of time is dedicated to creating content for our social media.

- current administration: assisting in finding foreign partners and volunteers for future projects.
- updating information on the foundation's website, Facebook page, Instagram and YouTube channel (translating, editing, writing new articles, adding photos, videos, etc.).
- creating promotional materials and visuals for events and social media.
- managing and reorganizing the foundation's partner database, photo and video documentation.
- taking photos and shooting videos during events and workshops and editing them afterwards.
- taking an active part in all stages of events related to dissemination of the project results such as proposing ideas, helping with logistics and schedule of the event under the supervision of the foundation's staff.
- co-organizing extra events for other participants such as intercultural evenings, workshops, etc.
- promoting Foundation's activities in the local media - creating short texts and photo reports.
- participating in the events for NGOs (presentations, workshops, trainings, integration activities) together with the foundation's staff.
- helping in the inventory of materials and equipment belonging to the Foundation (aids, toys, advertising materials and documentation).
- ordering new advertising materials.
- contributing ideas to updates of internal documentation related to integration and evaluation meetings with participants.



# WHO WILL YOU WORK WITH? MEET OUR ESC PROJECT COORDINATORS



**ANNA  
IWANOWSKA**

- speaks English and Portuguese
- Master's Degree in Child Development
- 12 years of experience in coordinating volunteering projects
- long-term volunteering experience in Braga, Portugal, 2004

#### RESPONSIBILITIES:

- accounting and supervision of all the financial documentation in projects (invoices, food and pocket money, flat rentals)
- contact with the National Agency in Poland
- managing contracts with NA
- arranging Polish lessons
- evaluation meetings
- managing cooperation with mentors
- managing registration of participants
- organizing and leading preparatory trainings and events



**VALERIYA  
FARRUGGIA**

- speaks Polish, Russian, English and French
- Bachelor's Degree in Linguistics
- 2 years of experience in coordinating volunteering projects
- long-term volunteering experience in Wroclaw, Poland, 2019-2020

#### RESPONSIBILITIES:

- PR (ordering promo materials, managing dissemination plan within the project)
- pre-departure training for Polish participants going abroad
- promotion and social media management
- designing promo materials
- organizing and leading preparatory trainings and events
- updating internal documentation
- evaluation meetings
- enrolment for On-Arrival and Mid-Term training

# PRACTICAL ARRANGEMENTS AND WHAT IS PROVIDED



- Polish language course (twice a week, 4 school hours, obligatory for 2 months).
- Obligatory on-arrival and mid-term trainings in Poland.
- 6 hours of work per day (35 hours in host.org. per week + 5 hours for extra activities outside the host.org.).
- All the required medical examinations, 4-day training in our office to get participants started, health and safety training in host.org. are provided at the beginning of the project.



- Monthly pocket money is 150 EUR a month.
- Food money is 500 PLN a month. This money is enough to buy basic food to cook at home, not to go to restaurants.
- Reimbursement of the travel costs from the city of origin to Wrocław and back (up to the amount based on the ESC Distance Calculator, the excessive amount will be paid by the participant).
- Local transportation card (for trams, buses and night buses).



- Place in a double room in a flat shared with other participants or students (with Internet access, equipped kitchen, clean towels and bedsheets). The flats have a "student standard".
- Mentor's support throughout the entire project.
- Support of a special mentor and additional support (e.g. psychologist) for participants who experience obstacles in their lives (health issues, geographic, social, educational, economic obstacles).



# WHAT WILL YOU GAIN?



- learn about the work of the NGO: organizational structure, project management flow, and evaluation methods.
- gain experience in creating content for social media using Canva and other tools.
- gain experience in organizing promotional events.
- improve your digital skills and learn how to use some digital tools for productivity and professional communication such as Trello and Todoist and Slack.
- increase your language skills (learn the basics of the Polish language, deepen your knowledge of English).
- learn how to tackle new challenges independently, which will help you become more confident.
- learn about Polish culture and the cultures of other participants.
- learn how to work in a team and resolve conflicts.
- have a better understanding of cultural differences and will learn to accept them.
- learn how to plan and manage your time and finances.
- through regular meetings with the mentor and analysis of progress, you will find the most effective way(s) for you to learn.
- improve your employability by gaining international experience and gaining new skills.
- learn how to promote a project and its results and values within the local community by taking action and making new friends!

# APPLICATION AND SELECTION PROCESS

The whole recruitment process will be held by the Coordinating Organization the Foundation of Social Integration Prom.

## IMPORTANT

After reading all the applications we will contact pre-selected candidates for an online interview. You might be asked to talk with a hosting organization representative. Final results will be announced within 7 days after the interview.

## DEADLINE

Apply before the 15th of May 2023. Applications will only be considered if the required documents are fully completed.

## CONTACT US

If you have any questions and you would like to clarify some details about the project, do not hesitate to contact us. Our ESC coordinators Anna and Valeriya are ready to answer your questions.

 [evs@fundacjaprom.pl](mailto:evs@fundacjaprom.pl)

## FOLLOW US

 [evs.wroclaw](https://www.instagram.com/evs.wroclaw)

 [EVS in Wroclaw](https://www.facebook.com/EVS.in.Wroclaw)

 [What volunteers say about their experience](#)

# APPLY BY SENDING THE FOLLOWING TO [evs@fundacjaprom.pl](mailto:evs@fundacjaprom.pl)

1

CV WITH A PICTURE

2

A MOTIVATION LETTER

3

COMPLETED

"ESC QUESTIONNAIRE 2023"

[DOWNLOAD HERE](#)

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