

Host project description	
Name of the coordinating organisation	ICJA / ICYE Germany
PLANNED STARTING DATE	01.02.2026 – 31.08.2026 (or until 31.01.2027)
DURATION	6 to 12 Months
Contact person in the host organisation	Nadin Reiche Email: nreiche@icja.de
Name and complete address of the PIC: 916913841 OID: E10004930	ICJA Freiwilligenaustausch weltweit e.V. (International volunteer service organization) PIC: 916913841 OID: E10004930 Activity: ICJA office (Seminar) Location: Am Sudhaus 2 - 12053 Berlin https://www.icja.de/
Activities of the project organisation (Aims, objectives, actions)	ICJA is a non-profit organization that sends German volunteers, 18+ years old, abroad for one year. There is over 40 countries in ICJA's network, enabling a wide variety of opportunities for German volunteers. In turn, ICJA organizes volunteer placements for international volunteers in Germany. ICJA promotes practical peacebuilding through international encounters and intercultural education, while encouraging civic engagement. ICJA understands its exchange program as an educational opportunity. ICJA's aim is to build bridges across cultures and to foster peace through meaningful international encounters and transformative intercultural learning. ICJA empowers people to engage actively in shaping a just society. Central to ICJA's concepts are contact, cooperation and a fruitful exchange between volunteers coming from all over the world. ICJA e.V. is an active member of the ICYE Federation (International Cultural Youth Exchange). There are around 35 people working in the office in Berlin. The office also coordinates the regional groups all over Germany where mainly the returnees are active.
Description of the community the project is situated in	The ICJA office is located in the Berlin district of Neukölln, in the eastern central part of the city. The area is known for its vibrant, dynamic atmosphere and cultural diversity. It is a place where different lifestyles, languages, and traditions come together, making the neighborhood an especially open and international environment.

	Our organization is part of the Berlin Global Village and shares a building with around 50 other associations that are dedicated to promoting social justice, sustainability, and international solidarity. It's not just an office building – it's a space where cultures meet, partnerships grow, and innovative projects take shape.
<i>Description of the tasks of the volunteer</i>	The main task of the volunteer is to support the preparation and implementation of events on cultural and political education as well as seminars for national and international volunteers. This includes: • Supporting the content-related and pedagogical work of the ICJA seminar teams with international and national participants of the voluntary service and educational programmes. • Support of organisational tasks in connection with seminars (e.g., packing and transport of conference materials, support, travel and supervision of international volunteers, coordination of preparation and evaluation meetings of the volunteer team etc.). • Supporting training seminars for work camp leaders, seminar teams and volunteers (team preparation, implementation, follow-up) • Supporting in leading workcamps • Taking over administrative tasks for volunteer service programmes as well as special projects of the ICJA (e.g., database entries, creation of lists, accounting, circulars, etc.)
<i>Required skills and interests of the Volunteer</i>	The ICJA Office has the following expectations towards the volunteer's required skills and interests: - very good knowledge of German (B2/C1) and English (B1/B2) is mandatory. - Interest and fun in administrative tasks as well as in transcultural topics and global learning - motivated, open-minded, and ready to make a difference by supporting intercultural exchange and education. - be open to work in a responsible and independent way - ability to work in a team - willing to bring in own skills and interests - flexible and creative - open to speaking to groups - Interest in International Youth Exchange and Voluntary Service - knowledge of Office Programs (especially Outlook, Word and Excell) - Interest in contributing own skills

<i>Working hours, working time:</i>	The weekly working hours will be 30-35 hours; two days off a week
<i>Training and support for the volunteer</i>	There is a mentor who is responsible for answering any questions and supervising the work of the volunteer, and who speaks English. The volunteer can take part in the regular capacity training for staff members. The project has been a host project for the European Voluntary Service for several years now (as a hosting, sending, and coordinating EVS organization). The volunteer will always have another person who will support them with their tasks. ICJA has a large network of other Volunteers.
<i>Pocket Money</i>	The volunteer will receive 7 Euro/day as pocket money in monthly payments.
<i>Public transport</i>	The volunteer will be reimbursed for the costs of "Deutschland ticket" (ca. 49 €/month).
<i>Description of the accommodation</i>	The volunteer is going to live in a single flat or in a shared apartment (Wohngemeinschaft) in Berlin.
<i>How will the food arrangement be</i>	The volunteer will receive provisions (amounting to 230 Euro/month).
<i>International travel costs</i>	The volunteer will receive a financial contribution to his*her travel costs from his*her place of origin to Germany and back to the home destination (ca. 400 CHF)
<i>Insurance</i>	The volunteer him*herself has to organise a health insurance, third party liability insurance as well as general accident insurance.