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Freiwilligenangebot

ICJA Office (Education/Seminars)

ICJA Freiwilligenaustausch weltweit E.V., Deutschland

Einsatzsprachen
Deutsch, Englisch

Startdatum
Zwischen 1. September und 1. Oktober 2027

Themen
Allgemeine und berufliche Bildung, Kreativität und Kultur, Bürgerschaft und demokratische Teilhabe, Bekämpfung von Diskriminierung

Dauer des Einsatzes
12 Monate

Beschreibung der Organisation
ICJA Freiwilligenaustausch weltweit leistet durch internationale Begegnungen und interkulturelle Bildung praktische Friedensarbeit und fördert gesellschaftspolitisches Engagement.
Seit 75 Jahren setzen sich Menschen für den Verein ICJA ein. Wir tun dies freiwillig und ehrenamtlich. Wir ermöglichen es jungen und älteren Deutschen ins Ausland zu gehen und dort in Projekten ehrenamtlich mitzuarbeiten. Genauso ermöglichen wir es Menschen aus aller Welt, das Gleiche in Deutschland zu tun.

http://www.icja.de

Beschreibung der Tätigkeit
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 as well as the special project SAWA - Geflüchtete leisten Bundesfreiwilligendienst (www.icja.de)
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.)

Weitere Informationen
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.

Gewünschtes Freiwilligenprofil

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

Kontakt E-Mail

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