



Call for applications: European Solidarity Corps Volunteer Position at the International Office of the EYP

2023/2024

The European Youth Parliament (EYP) is a unique educational programme which brings together young people from all over Europe to discuss current topics in a parliamentary setting. The EYP is a non-partisan and independent programme. The EYP is a network consisting of 40 European associations and organisations, in which thousands of young people are active in a voluntary capacity. With its international, national, and regional sessions it reaches out to around 30 000 young people all over Europe every year. The international umbrella organisation of the EYP is the Schwarzkopf Foundation, hosting the International Office of the EYP.

We are now looking for four volunteers who will support the work of the EYP International Office, in the framework of the European Solidarity Corps (ESC). The programme lasts for a year (12 months), starting in Summer 2023. We can explore earlier start dates, depending on the volunteer's main strengths and interests. Candidates may flag in their applications when they are keen and available to start.

Would you like to...

- gain relevant experience in a non-profit-organisation, running an educational programme for young people all over Europe?
- get insights into fields such as project management, communications, and event organisation?
- be part of a young, motivated, and multicultural team?
- live in one of the coolest capitals in Europe?
- Receive an allowance for living expenses as well as accommodation?

Do you have...

- good knowledge of English?
- good communication skills?
- previous experience in office work?
- a good team spirit?
- solid knowledge in Microsoft Office, especially Excel and Word (including serial letters)?
- experience in EYP (considered a strong asset)?
- loads of enthusiasm and motivation?
- interest in the aims of our organisation?

Then we are looking for you!



The European Youth Parliament is offering four full-time volunteer positions at its International Office in Berlin. We are looking for applicants who would like to gain professional experience in the operations of an international NGO.

Main tasks

You will support the Project Managers of the EYP team in the following areas:

- Practical preparations for events, especially our governance events (EYP Board of National Committees and Governing Body),
- Coordinating participant management of young people from all over Europe for the EYP's International Sessions,
- Assisting with communications tasks: curating EYP's presence in social media and EYP website, helping to develop printed materials such as brochures, flyers and annual report,
- Enabling the growth and improvement of the EYP's community of dedicated volunteers,
- Supporting knowledge exchange among EYP's national committees,
- Supporting the work of the EYP International Office,
- Preparing and updating databases,
- Supporting the creation of reports and funding applications,
- Helping to coordinate trainings and webinars,
- Preparing and administering evaluations and polls,
- other tasks - depending on your talents, on current projects and events.

As the call is for four volunteers, the list of tasks is not exclusively attached to one of the positions and preferences will be discussed during the interview.

Benefits

The successful candidate will be working with us in the context of the European Solidarity Corps (formerly known as the "European Voluntary Service") More information about the programme can be found here: https://youth.europa.eu/solidarity_en

You will:

- Receive a financial contribution to your travel costs from the place of origin to Germany and back.
- Receive 500 euro/month as pocket money and food allowance.
- Be provided with free accommodation.
- Be reimbursed for the costs of a monthly public transportation ticket.



- Get a reimbursement of up to 300 Euro for German language courses.
- Receive health insurance, third party liability insurance as well as general accident insurance.
- Have a chance to join an On-Arrival-Training and a Midterm-Meeting, which are organised by the national agency for the ESC volunteers in Germany.
- Work 38 h/week and have 2 days of vacation per month.

In the online application form, we ask you to attach your CV in English. We also ask you to either attach your letter of motivation, or to share a short 3-minute video with us (preferred), speaking about why the position appeals to you and what you would bring to the team. To submit a video, please store it in a place of your liking and share a link with us via the online application form.

Please submit your application online, using the following portal: <https://forms.schwarzkopf-stiftung.de/1?lang=en>

Please submit your application by Sunday, 5th of February 2023, midnight 23:59 CET, the latest.

We look forward to receiving applications from people of all nationalities, religions, genders, sexual identities, different ages (within the eligibility ranges) and people with disabilities.

Contact persons for further questions

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