

CALL FOR 2024/2025: EUROPEAN SOLIDARITY CORPS (ESC) VOLUNTEER

The non-partisan [Schwarzkopf Foundation Young Europe](#) was founded in 1971 by Pauline Schwarzkopf in Hamburg. The Foundation's vision is a Europe of openness, solidarity and democracy and an inclusive, open-minded, pluralistic European civil society shaped by young people. To pursue this vision, the Foundation advises, qualifies and supports young Europeans through events, workshops, awards, training opportunities, travel grants as well as dialogue and educational platforms, e.g. in the youth-led networks [European Youth Parliament](#), [Understanding Europe](#), [Young Ambassadors against Antisemitism](#) and [Young Islam Conference](#).

Would you like to...

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

Do you have...

- interest in the aims of our organisation?
- good knowledge of English (C1)
- an approach to work that is conscientious, structured, and reliable?
- previous experience in volunteering, office work or youth projects?
- solid knowledge in Microsoft Office, especially Excel and Word?
- a good team spirit?
- good communication skills?
- loads of enthusiasm and motivation?

Great, then we are looking for you and it would be a pleasure to receive your application!

We are looking for the following positions:

2 positions: [Volunteering in different programme lines](#)

We are looking for **two full-time volunteer** who will support the Foundation for the duration of 10 months in 2024: One position starting **on 2nd January** 2024 (please send us your application until 19.11.2023), and another position starting **in November** 2024 (please send us your application until 15.12.2023).

The activities of both positions are planned within different teams throughout your volunteering time: You will have the chance to work with our colleagues in the teams of Understanding Europe, the Young Islam Conference, or Communications. You take on a wide range of everyday tasks. The following list are examples and will be implemented depending on your background, talents and preferences, which will be discussed during the interview:

- Supporting with administration tasks within the foundation Helping to coordinate current projects, events, trainings and webinars
- Assisting with communications tasks (social media, website, printed materials)
- Supporting our data systems, e.g. by working on a platform or updating databases
- Assisting the creation of reports and funding applications and Preparing evaluations and polls

Contact for further information: n.zitouni@schwarzkopf-stiftung.de (no application, see below).

4 positions: Volunteering in the International office of the European Youth Parliament

We are looking for **four full-time volunteers** who will support the work of the European Youth Parliament (EYP) for 12 months: Starting **between July 1st and August 1st (one position latest September 1st) 2024**. We can explore different start dates in summer 2024, please flag in your applications when you are available to start. Please send us your application until **20.11.2023**.

The 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 network consisting of 40 European associations and organisations, in which thousands of young people are active in a voluntary capacity. The international umbrella organisation of the EYP is the Schwarzkopf Foundation, hosting the [International Office of the EYP](#). You will support Project Managers, as the call is for different positions, the list of tasks is not exclusively attached to one of the positions and preferences will be discussed during the interview:

- Preparations and coordination of our governance events (EYP Board of National Committees and Governing Body)
- Everyday support with financial management (reviewing submitted invoices, preparing reimbursement forms)
- Preparation and help around organising events in Berlin
- Participant management for the International Sessions
- Assisting with communications tasks (social media, EYP website, printed materials)
- Enabling growth and improvement of the EYP's community of dedicated volunteers and supporting knowledge exchange among EYP's national committees
- Supporting the work of the EYP International Office in general, like preparing and updating databases, supporting the creation of reports, funding applications or

administering evaluations and polls

Contact for further questions is Kristine Lomako via k.lomako@eyp.org (no application, see below).

We value diversity and therefore welcome all applications, regardless of gender, nationality, origin, religious affiliation, disability, age (within the eligibility ESC ranges), sexual orientation and identity. Our offices and entrances are currently not completely barrier-free. We would be happy to discuss with you, what we can do to remove any remaining barriers.

Benefits for all positions

- Receiving a financial contribution to your travel costs from the place of origin to Germany and back, pocket money, food allowance, free accommodation and be reimbursed for the costs of a monthly public transportation ticket in Berlin, get a reimbursement for a language course, more Information about the ESC financial support can be found on the [ESC website](#)
- Receiving health insurance, third party liability insurance as well as general accident insurance
- German courses
- Accommodation
- Joining an On-Arrival-Training and a Midterm-Meeting, which are organised by the national agency for the ESC volunteers in Germany
- Work 36h/week and have 30 days of vacation for a 12-month volunteering plus 3 additional days off for personal development and training
- Working in a great team with a lot of learnings for your future and exploring the capital of Germany in your free time

Application Process

Share your interests of the programs, tasks and desired learnings in the application with us! Please use the online form for your application:

<https://forms.schwarzkopf-stiftung.de/894336?lang=en>

In the form, we ask you to attach your CV in English. We also ask you to attach your letter of motivation or to share a short video with us (preferred, up to 3 minutes maximum), 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.

Application deadlines are indicated in the vacancies above. We may interview and hire before the application deadline due to organizational reasons, so please apply as early as possible.

We look forward to getting in touch with you.

www.schwarzkopf-stiftung.de

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