

CALL FOR APPLICATIONS: VOLUNTEER POSITIONS IN BERLIN (EUROPEAN SOLIDARITY CORPS)

Start Date: February 1, 2025, and March 1, 2025

Duration: 12 months

Location: Berlin, Germany

VOLUNTEER POSITIONS AVAILABLE:

- Volunteer with the Educational Network Understanding Europe
- Communications Volunteer at the International Office of the European Youth Parliament
- General Support Volunteer at the International Office of the European Youth Parliament

The **European Youth Parliament** (EYP) is one of Europe's largest youth platforms for civic education, intercultural encounters, and the exchange of ideas – run by young people, for young people. Our mission is to inspire and empower a young generation of informed, open-minded, responsible, and active citizens that shape society and drive impact. For more information, please visit the [EYP website](#).

The transnational educational network **Understanding Europe** empowers young people by means of democratic citizenship education and seeks to give them a voice. Our goal is to support educational projects initiated by young people and to promote a democratic, diverse, and open-minded Europe. For more information, please visit the [Understanding Europe website](#).

Both programs are part of the [Schwarzkopf-Stiftung Junges Europa](#), which is located in Berlin and offers young Europeans opportunities for exchanges, personal development and active participation in civil society.

We are currently seeking 3 full-time volunteers to join our teams as part of the **European Solidarity Corps (ESC)**, formerly known as the “European Voluntary Service.” For more information about the ESC program, please visit [here](#).

Ideal candidates should have strong English language skills, good communication abilities, and a positive team spirit. We are looking for individuals who are enthusiastic, motivated, and genuinely interested in the goals of our organization and its programs. A strong desire to learn and grow through involvement in our programs is also important.

MAIN TASKS OF THE VOLUNTEER POSITION WITH UNDERSTANDING EUROPE:

As a volunteer with the Understanding Europe Team, you will support our efforts to empower young people through educational initiatives. Your responsibilities will include:

- Assisting the preparation of our international network events, including the European Summer School and the networks' Coordinators' Meetings,
- Supporting the creation of educational material and publications for Peer Trainers and Peer Educators, as well as other multipliers of European Citizenship Education,
- Facilitating network exchange and mutual support between volunteers from various European countries,
- Supporting the collection of activity reports from participating network countries,

- Assisting the curation of Understanding Europe's presence on social media and the Understanding Europe website, as well as planning and creating content for various channels,
- Developing new ideas to further our mission of fostering democratic citizenship education and civic participation,
- Contributing to cross-programme line working groups and discussion rounds within the Schwarzkopf Foundation.

MAIN TASKS OF THE COMMUNICATIONS VOLUNTEER POSITION AT THE EUROPEAN YOUTH PARLIAMENT:

As a Communications Volunteer, you will support the EYP's International Office outreach efforts. Your responsibilities will include assisting the team in:

- Curating the EYP's presence on social media and the EYP website, as well as planning and creating content for various channels,
- Developing printed materials such as brochures and annual reports,
- Supporting knowledge exchange among EYP's national committees,
- Assisting in organizing events and providing general assistance with ongoing projects,
- Performing other tasks depending on your talents, interests, and the current projects and events.

MAIN TASKS OF THE GENERAL SUPPORT VOLUNTEER POSITION AT THE EUROPEAN YOUTH PARLIAMENT:

As a General Support Volunteer, you will assist with various operational tasks at the EYP's International Office. Your responsibilities will include:

- Providing general support to the work of the EYP International Office,
- Assisting with practical preparations for events, including governance and training events such as the EYP Board of National Committees and the Training Academy,
- Supporting the coordination of trainings and webinars,
- Assisting in coordinating participant management for events involving young people from across Europe,
- Supporting communications tasks and activities,
- Facilitating knowledge exchange among EYP's national committees,
- Providing general support to the work of the EYP International Office,
- Preparing and updating databases,
- Assisting with the creation of reports and funding applications,
- Preparing and administering evaluations and surveys,
- Performing other tasks depending on your talents, interests, and the current projects and events.

WHAT WE AND ESC OFFER:

- Hands-on experience in the operations of an international NGO,
- A chance to work in a vibrant, dynamic, and supportive team environment,
- Opportunities for personal and professional development,
- The ability to make a meaningful impact on civic education and youth empowerment in Europe,
- Financial contribution to your travel costs from your place of origin to Germany and back,
- 600 € per month as pocket money and food allowance,
- Free accommodation in Berlin, either in a shared flat or alone, depending on availability,
- Reimbursement for the cost of a monthly public transportation ticket, allowing travel across Germany by local and regional public transport,
- Reimbursement of up to 300 € for a language course,
- Free health insurance, third-party liability insurance, and general accident insurance,
- Opportunity to join an On-Arrival Training and a Midterm Meeting organized by the national agency for ESC volunteers in Germany,
- A 36-hour work week with 30 days of vacation plus free days on December 24 and 31,
- Flexible regulations for mobile work,
- Free time to maintain and foster mental and physical health during working hours (“Wellbeing Hour”),
- Foundation-wide training programs (e.g., “Diversity Day”),
- BPoC safe space for employees and volunteers affected by racism and reflection space for employees and volunteers not affected by racism.

APPLICATION:

Please submit your application online, using the following portal: <https://polls.schwarzkopf-stiftung.de/655547?lang=en>.

In the online application form, please attach your CV in English. Additionally, attach a letter of motivation or share a short video discussing why the position appeals to you and what you would bring to the team. If submitting a video, please store it in a location of your choice and share the link via the online application form.

Please, consider that only applicants from [ESC approved countries](#) can be considered.

Please submit your application by Sunday, 8th of September 2024, midnight 23:59 CET, the latest. We will review the applications and have interviews on a rolling basis, so an early submission is recommended.

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.

Currently, our office spaces in Berlin are not completely barrier-free. We welcome the opportunity to discuss how we can enhance accessibility in our office. If you live with a disability, illness, or neurodiversity, please let us know how we can support you during the application process and in a potential role with us. For example, we can offer different interview formats or provide additional time for tasks. Your feedback is also important for us to enhance and adapt our office environment and work processes.



CONTACT PERSON FOR FURTHER QUESTIONS:

Judith Müller

HR Manager at Schwarzkopf-Stiftung Junges Europa

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