



CALL FOR ESC

VOLUNTEER

Admin and Graphic Design Support at Zavod Voluntariat

from August/ September 2026 to August/ September 2027
in Ljubljana, Slovenia



Co-funded by
the European Union



programi@zavod-voluntariat.si



ABOUT THE PROJECT

Are you between 18 and 30, living in an EU member state, and would like to have an international experience in Ljubljana, Slovenia?

We are a **non-profit and non-governmental organisation** working in the area of international volunteering, global and non-formal education.

Volunteer will be working 5 days a week,
35 hours weekly.



Duration: from **August/ September 2026** to **August/ September 2027**

Location: Ljubljana (Bežigrad), Slovenia

Deadline for application is the 1st of June 2026

You have questions?

contact us at:



programi@zavod-voluntariat.si



WHO ARE WE LOOKING FOR?



Someone who:

- enjoys learning new things and exploring different cultures
- cares about topics like community development, social justice, peace, personal development and sustainability
- likes working with people and being part of a team
- is curious about how NGOs work
- can adapt when things change (because they always do)
- has basic Microsoft 365 skills
- feels comfortable creating social media content
- have some graphic design skills and can adjust your style to what the organisation needs

Bonus: understands how websites (Wordpress) works and have skills in video creation

*If you don't tick all the boxes, don't worry.
Motivation beats perfection.*



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TYPES OF TASKS



- supporting administrative work for ongoing projects
- creating content for TikTok, Instagram, Facebook, and our website
- designing visuals for handbooks, manuals, and project materials (with guidance)
- creating graphics for online campaigns and promotions
- active participation on office meetings
- working closely with other members of the team on improving retention of volunteers within organisation;
- supporting international projects on-site (especially during summer)
- organising activities that connect international and local communities in Ljubljana
- participating in local events promoting volunteering, ESC, and our organisation
- jumping into other tasks depending on what's happening in the organisation



ABOUT HOSTING AND COORDINATING ORGANISATION



VOLUNTARIAT
SCI SLOVENIA

is a non-profit and non-governmental organization, established in 2000 as a result of the re-organisation of the MOST Association in 1991, aiming to promote social justice, sustainable development, international understanding and solidarity through voluntary service.

Our main activities consist of organising:

- (national and international) seminars and trainings,
- short-term voluntary projects (camps, youth exchanges and initiatives) and
- long term voluntary projects (European Solidarity Corps – ex European Voluntary Service and EU Aid Volunteers

Zavod Voluntariat is also a branch of the worldwide international organisation and peace movement Service Civil International (SCI).