



# CALL FOR ESC VOLUNTEER

## Admin and Placement Officer at Voluntariat Institute

from November 2026 to November 2027  
in Ljubljana, Slovenia



Co-funded by  
the European Union



[programi@zavod-voluntariat.si](mailto: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?

If you are ready for an adventure that mixes creativity, teamwork, international vibes, and real social impact then pack your bags and come join us at Zavod Voluntariat!

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



Duration: from **November 2026** to **November 2027**  
Location: Ljubljana (Bežigrad), Slovenia

**Deadline** for application is the **1<sup>st</sup> of June 2026**

## You have questions?

**contact us at:**



[programi@zavod-voluntariat.si](mailto: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

**Bonus:** understands how websites (Wordpress) works

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



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# TYPES OF TASKS

## Your tasks will include:

- taking care of in-going and out-going applications for international (SCI) volunteers;
- administrative work connected to ongoing projects;
- preparing content on our social media platforms (TikTok, IG, FB) and website;
- preparing content for ongoing (online) promotion and campaigns;
- active participation on office meetings;
- working closely with other members of the team
- supporting the team on location during the process of implementation of international project (mainly during summer);
- participation in local promotional events of the organisation, (international) volunteering and EU programmes;
- other tasks based on the current needs of the organisation.



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# ABOUT HOSTING AND COORDINATING ORGANISATION



**VOLUNTARIAT** 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).

***We're a small team, so we can't offer huge hand-holding, but we're always here for you, and we love volunteers who take initiative and shape their own experience. So plenty of space to grow.***