

CALL FOR ESC



Co-funded by
the European Union

VOLUNTEER

**Admin and Placement Officer
at Voluntariat Institute**

from August 2025 to August 2026
in Ljubljana, Slovenia



koordinacija@zavod-voluntariat.si



ABOUT THE PROJECT



We are looking for young adults aged between 18 and 30, from EU member states to **support** our team at Voluntariat, a **non-profit and non-governmental organisation** working in the area of international volunteering.

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

Duration: from **20th of August 2025**
to **19th of August 2026**

Location: Ljubljana (Bežigrad), Slovenia

Deadline for application is the **15th of July 2025**



For any additional questions contact us at:



koordinacija@zavod-voluntariat.si



PROFILE OF VOLUNTEER



A general interest in life-long and intercultural learning, non-formal education and topics such as community development, social justice, education for peace and tolerance, personal responsibility, etc.

BASE:

- fluency in teamwork and cooperation (both within and outside the organization);
- curiosity about working in an NGO;
- adaptability to change and ability to constructively communicate these changes;
- basic skills with Microsoft 365 environment;
- basic skills in the area of social media content and promotion;

OPTIONAL (PLUS):

- knowledge and skills in the area of community building;
- knowledge and skills regarding social marketing;
- knowledge and skills in the area of video making.



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TYPES OF TASKS



Your tasks will include:

- taking care of in-going and out-going applications for 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 on improving retention of volunteers within organisation;
- supporting the team on location during the process of implementation of international project (mainly during summer);
- organising activities that engage and connect both international and local community in Ljubljana (optional);
- other tasks based on the current needs of the organisation.



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