**Program Adviser**

**Starting date:**

Earliest 1st February

Latest 1st November

Volunteers can apply for 2 to 12-month position.

**Description**

English-speaking applicants, enthusiastic and a willing to adjust to the demands of the role are the key attributes that we look for in potential volunteers/interns. However, experience in any of the following fields would be helpful: arts, experience working with children and young people, languages, film-making, fundraising/grant-writing and marketing/social media.

**Responsibilities**

1. Assisting with on-going daily activities and working with various age-groups (aged between 4-14). We would ask volunteers/interns to commit a total of 30 hours per week;
2. Assisting with the coordination and implementation of the annual events (camps, parties, festivals, various International Days etc.);
3. Undertake basic research and work with our proposal writer to develop material for future proposals;
4. Assist with promotion and public outreach through social media;
5. Assist in the writing, editing and publication of a monthly newsletter;
6. Assist with general publicity and public outreach campaigns and initiatives;
7. Completion of a monthly report and timesheet;
8. Attend local language lessons in order to learn the basic language skills that are necessary to communicate with participants;

**Qualifications**

Specific qualifications are not required. We are more interested in volunteers/interns who can demonstrate a willingness to engage with the work, and who demonstrate a 'can-do' attitude, adjusting to the tasks and responsibilities that are required of them. Applicants will need to be flexible and organised, with the ability to multi-task. They should be comfortable working with children of various age-groups.

***Skills:*** art, music, languages, film-making, experience working with children and young people, fundraising/grant-writing and marketing/social media.

Svitac staff and volunteers/interns use English in their everyday communication.

Svitac staff provides translation during project activities.

In total, we would ask volunteers to commit a total of 30 hours per week.