



SPRING/SUMMER OFFICE ASSISTANT 2017

FRENCH CIVIL SERVICE

8 MONTHS IN CONCORDIA, PARIS

PRESENTATION OF CONCORDIA

Concordia is a French national non-governmental and no-profit making organization, founded in 1950 by English, German and French youngsters. Their aim was to enhance the values of tolerance and peace after the 2nd world war by organizing international workcamps of young volunteers.

The Paris head office supports the ten regional offices activities acting in the voluntary sector and particularly in the workcamps for volunteers as well as in international youth exchanges. Each year, Concordia is organizing hundreds of international volunteering workcamps throughout France. These projects last 2-3 weeks and include dozens of volunteers from around the world to participate in a project of general interest: restoration of local heritage or historical monuments, cleaning and development of natural areas, socio-cultural animation in urban areas. The international projects are designed to promote intergenerational exchange and international meetings, in a spirit of peace, friendship and mutual understanding. Concordia has the approval of the French Ministry of Youth and Sport and the Ministry of the Environment.

Concordia is a member of three major international networks :

- The Alliance of European Voluntary Service Organizations and CCIVS.
- The National Association COTRAVAUX (Co-ordination of French Voluntary Work organizations).

CIVIL SERVICE: WHAT IS IT?

A voluntary process specifically designed for young people between the ages of 16 and 25.

- A time dedicated to others for a period ranging from 6 to 12 months.
- Missions of public interest recognized by the French government as priority.
- A financial compensation for Civil service volunteers financed by the government.
- A full social welfare coverage financed by the French government.
- Missions will take place in non-profit organizations or in public structures in France or abroad.

To know more about the Civil Service, please visit: <http://service-civique.gouv.fr>

PROJECT

We are looking for a medium term volunteer to help out in the office from February to end of September November 2017 (exact dates to be confirmed on successful application) for a period of 8 months. The volunteer would be based at the Concordia office working along side three members of staff and two French volunteers. The volunteer would work from 9-5 Monday to Friday during the quieter periods. However, during the very busy period (March/July) it may occasionally involve working longer hours or the odd weekend. Time will be given off in lieu if this is the case.

The work will vary depending on the time of season but will focus mainly on the following:

- supporting the international programme (placement of French volunteers on projects overseas)
- preparation of the international programme – uploading projects on online database
- dealing with telephone enquiries
- dealing with general enquiries (letter and emails)



- dealing with Outgoing placements - contacting partner organisations and volunteers by e-mail, fax, phone and letter
- helping out with co-ordinator training and volunteer preparation weekends
- general administrative work
- helping out with other tasks related to other volunteer programmes run by Concordia when/if needed
- leading a workcamp during the summer season

PROFILE

Young people aged between 18 and 25.

Ability to communicate effectively in both spoken and written English, French will also be an asset.

Dynamic, mature, open-minded, with good interpersonal skills and a high sense of responsibility.

The recruitment will not be based on a particular skills, but knowledge in socio-cultural activities and knowledge of English and French will be highly appreciated.

CONDITIONS

- Duration: 8 months starting from February 2017.
- Place: Concordia, Paris, France
- Volunteer will receive an allowance of 573€
Social welfare coverage. The volunteer MUST be also covered by travel insurance.
- Working hours: 35 hours per week. Taking part in activities over the weekend is sometimes required.
- Holidays: Volunteers accrue 2 holiday days per month. This means the volunteer is entitled to approximately 18 working days holiday over 9 months.
- Mentorship: The volunteer will be supported all along the project by a mentor who will provide a regular follow-up and an evaluation of her/his activities.

TO APPLY

Any interested volunteers should send the enclosed application form along with a short motivation letter to their sending organisation (the organisation who sent you this information).

The closing date for applications is the 20th of December 2017.