

Assistant to educational projects in INEX-SDA



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About INEX-SDA

INEX – Association of Voluntary Activities is a non-governmental not-for-profit organisation founded in 1991 to carry out and support international voluntary work and intercultural education.

We arrange voluntary placements abroad for Czech volunteers and organise voluntary projects in our country for incoming foreign volunteers. Annually we send around 300 volunteers abroad for short-term or long-term projects and welcome around 30 volunteers to the Czech Republic.



INEX-SDA is a member of the Alliance of European Voluntary Service Organisations and a partner of Service Civil International (SCI) and the Co-ordinating Committee of International Voluntary Service (CCIIVS).

The mission of INEX-SDA

- 1. Encourage the development of a respectful and open society;**
- 2. promote an active and responsible approach to the world around us both locally and globally.**

Our tools are international voluntary projects, educational programs, and campaigns.

We create space in which especially (but not only) young people can gain new experiences, expand their skills, and develop their views of the complexity of the world around them. In various regions of the Czech Republic, we organize voluntary projects and programs of social integration, environmental education, and countryside development.

The Prague office is focusing not only on sending volunteers abroad and coordinating voluntary projects in the Czech Republic but also on developmental and intercultural education projects and campaigns (e.g. Volunteers' Club, Football for Development).

Principles INEX-SDA

We are promoting:



Volunteering and one's own initiative

Direct experience and critical thinking

Understanding and respect for diversity


Responsibility and sustainable development

ESC positions in INEX-SDA

Generally, ESC volunteers support activities of our organization and contribute to the fulfillment of our mission. In 2024/2025 we would like to host three volunteers in three different positions.

One of the volunteers will be supporting our Volunteering projects, another one will be supporting educational projects and the third one will be supporting PR and marketing.

As our ESC volunteer, you will become a member of our team and will be invited to our regular internal gatherings (such as brunch, bowling, hikes, etc.). You will be based in Prague, however, some tasks will allow you to travel to other places in the Czech Republic as well.



As our ESC volunteer you can also participate in trainings and seminars organized by INEX-SDA-this way you can develop your communication and presentation skills, learn about volunteering in the Global South and develop skills related to the group-leading of international volunteers.

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Dates: 01.08.2024 - 31.03.2025

DESCRIPTION:

INEX-SDA is a non-governmental non-profit organisation founded in 1991 to carry out and to support international voluntary work and intercultural education.

As a volunteer, you will join the educational department of the organization and will mainly assist our project coordinators with working on delivering content of several educational activities and strategic projects. For example projects focused on ethical communication, activities with the community. Support will be mainly with collecting data, writing documents, commenting on existing methods.

YOUR TASKS:

Throughout the year, the responsibilities will have a wide range and will also include tasks such as logistical support for the trainings, meetings and seminars; taking an active part in the activities on the spot; communication with participants; dealing with administration connected to the projects - such as adding data to encode activities and participants, support writing reports and monitoring the projects' budgets; leading a workcamp.

REQUIREMENTS:

This project is open to anyone with an interest in our activities and with a strong motivation in becoming an active member of our team. We welcome open-minded, flexible person with willingness to learn and invest energy. You should be able to work independently as well as in a team. Please note that a lot of work is of administrative character, not always in the field. They must be open to reading and writing long texts and creating studies. Previous experience with organizing events and the NGO sector are valuable, but not required. The volunteer needs to have a good level of English.



Deadline to apply: 19.6.2024

Common information about the ESC project

Accommodation



Volunteers will live in a walk-through room in a shared and equipped flat in Prague. The accommodation will be located within a reachable distance from the office by public transport.

Food



Volunteers get food allowance monthly to their bank account in CZK. It is 6 EUR per day.

Insurance



Volunteers are provided with Henner insurance, which is within ESC project for free for them. You should bring your EHIC card with you. In case your national insurance requires any payments, while you are abroad, it cannot be covered by INEX.

Pocket money



Volunteers get pocket money monthly to their bank account in CZK. This year it is 6 EUR/day.

Common information about the ESC project

Working hours



We expect volunteers to work 7 hours/day (35 hours a week)-out of that 7 hours monthly can be dedicated to Czech language learning. Volunteer have two days a week off. Volunteers also have additional 2 days off/month.

Visa



If you need a visa, it can be reimbursed. You have to consult it with us first and keep the receipts/invoices and proofs of payment.

Language course



There is an online Czech course available on EU academy for free. If you already have some knowledge of the Czech language, we can discuss an option to find additional language course.

Public transport



Volunteers will get public transportation card/app, which is valid for one year in Prague.

Common information about the ESC project

Mentor



Each volunteer will have their own mentor—usually former ESC volunteer, which might help them to learn more about Czechia.

Supporting organisation



Each volunteer has to have their supporting organisation. We can send you contacts to our partners.

Support for volunteers with special needs



Our projects are generally open to everyone. However, if you have any special needs or condition, please let us know in advance, so we can think about ways, how we can support you throughout the project.

On-arrival and Mid-term training




Volunteers will join On-arrival and Mid-term training organized by the Czech National Agency called Dům zahraniční spolupráce.

TRAVEL REIMBURSEMENT

Volunteers have the travel to the project and back home reimbursed, provided they fulfill all conditions.

The maximum limit is based on one way distance from their home to INEX.

The distance is calculated by [the official distance calculator](#):



Distance:	Limit of the travel reimbursement: (green travel)	Limit of the travel reimbursement:
10-99km	23€	23€
100-499km	210 €	180 €
500-1999km	320 €	275 €
2000-2999km	410 €	360 €

Volunteer **must keep** and provide all travel documents: tickets, invoices, receipts, boarding passes. It is not possible to reimburse first-class tickets, Uber, taxi, or similar services.



FAQ FOR ESC VOLUNTEERING

