

2025.

Project Form

Volunteer for the North and East Program.

EIRENE International Christian Service for Peace (in Neuwied, Germany) is an ecumenical peace and development service, and is recognized as a development service agency according to the German development aid laws, as well as providing an “alternative service overseas” according to the German alternative service laws and the voluntary social year legislation.

Around 50 volunteers are sent annually as part of EIRENE’s North and East programs to do voluntary service on projects promoting nonviolence, justice, inter-religious dialogue (especially between Christians and Muslims) and environmental concerns in Northern Ireland, Ireland, France, Belgium, USA, Canada, Rumania and Bosnia-Herzegovina. EIRENE is responsible for their selection, preparation, and accompaniment.

This office volunteer will be mainly responsible for volunteer accompaniment and administrative tasks in the North and East Program such as:

- Helping with the administrative support for the volunteers (processing/answering/passing on of inquiries, distribution of volunteers’ newsletters, placing the newsletters on the internet, giving feedback to the newsletters, address administration, preparation of financial transfers)
- Helping organize (content and logistics) the five different kinds of EIRENE seminars for volunteers before, during and after their terms of service (which are called Information Seminars, Candidates Meeting, Orientation Seminar, Mid-term Seminars in the project countries, and Re-entry Seminars)
- Helping to host guests and other tasks as needed in the EIRENE headquarters
- Participation in various EIRENE organizational structures (meetings and commissions)

The volunteer’s immediate supervisor is the staff person responsible for the North Program. This full time volunteer position is for the duration of the term of service of the sending organization.

The actual job description can be negotiated with and flexible according to the interests and abilities of the volunteer.

Volunteer Profile:

- background and experience in the voluntary service sector would be helpful
- previous experience in or at least openness to the ecumenical movement and its goals

- outgoing personality; ability (and desire) to multi-task
- good knowledge of German or willingness to improve at start of term
- computer skills (word processing, data base, internet)
- office/administration knowledge/experience
- previous group work (e.g. with young people) or pedagogical experience helpful

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