

Habitat for Humanity International's vision is a world where everyone has a decent place to live. Since 1976, Habitat has helped more than 9.8 million people obtain a safer place to sleep at night, along with the strength, stability and independence to build better lives. Habitat also advocates for fair and just housing policies and provides training and access to resources to help more families improve their shelter conditions. Habitat's global mission was made possible thanks to its many generous donors and the hands and hearts of 1.8 million volunteers. As a non-profit Christian ministry, Habitat works in more than 70 countries and welcomes people of all races, religions and nationalities to partner in its mission. To get more information, to donate or to volunteer, please visit www.habitat.org.

HFHI is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

We are currently seeking to recruit an exciting position with Habitat for Humanity International, Europe, Middle East and Africa (EMEA):

Volunteer Programs Intern

Working time: approximately 20hrs per week (flexible)

Wage: 4€/ hour

Responsibilities/Duties:

- Administrative support to Volunteer Program Specialists with sending their volunteer teams: processing volunteer applications, team rosters, and emergency management information.
- Assistance with volunteer program evaluation, marketing and promotion.
- Support of overall and specific work of Volunteer Programs team – maintaining database, compiling reports, conducting ad hoc research, preparing trainings.
- Maintenance of gv.emea email account and online volunteer schedule.
- Updates for web site and social media about volunteering and development.

Requirements:

- Full time student under 26 years old
- Long term: 6 months or more
- Fluency in written and oral English
- Ability to work independently and take initiative
- Good communication, interpersonal skills
- Report / document writing skills
- Computer Literacy in MS Office
- Experience or/and willingness to work in cross-cultural setting

If you would like to join the global team in Bratislava and you qualify within the specified job requirements, submit your **motivation letter** and **CV** as ONE DOCUMENT in English to Human Resources at emeahr@habitat.org. Closing date for applications: **October 19th, 2018**. To find out more about HFHI visit us at www.habitat.org/emea

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