

JOIN ICJA'S TEAM IN BERLIN – 3 EXCITING ESC VOLUNTEER OPPORTUNITIES!

ICJA (International volunteering organization) in Berlin is looking for 3 ESC Volunteers with German and English language skills

OPEN POSITIONS

Start date	Duration	ICJA Department
11.01.2026	7 months	Assistant in the ESC programme sending department
01.08.2026	12 months	Assistant in the Incoming department
15.08.2026	12 months	Assistant in the Sending department

In this Infopack, you will find detailed information about the three ESC positions, the teams, and what our current ESC volunteers say about their experience in our office.

If you are interested, please contact us at esc@icja.de — we will be happy to inform you about the next steps of the application process.

We look forward to hearing from you!



WERDE ESC-FREIWILLIGE* IM ICJA-BÜRO IN BERLIN

WIR SUCHEN DICH!



Du hast Lust, hinter die Kulissen einer internationalen Austauschorganisation zu schauen, zu lernen, wie man einen internationalen Freiwilligendienst organisiert? Dann mache einen Freiwilligendienst mit dem ESC-Programm bei uns!

Wer wir sind

ICJA ist eine gemeinnützige Organisation, die seit über 75 Jahren Freiwillige auf der ganzen Welt vernetzt. Wir entsenden junge Menschen aus Deutschland für ein Jahr in über 40 Länder und nehmen gleichzeitig internationale Freiwillige nach Deutschland auf. Im Berliner Büro arbeiten ca. 35 Mitarbeiter*innen und 4 ESC-Freiwillige.

So erleben unsere Freiwilligen den ESC bei ICJA



Alessia aus Italien

Ich habe immer davon geträumt, in einem mehrsprachigen Umfeld zu arbeiten – genau das beschreibt meinen Freiwilligendienst bei ICJA in Berlin. Hier kann ich meine Fähigkeiten und Sprachkenntnisse verbessern, neue Leute aus aller Welt kennenlernen und mich aktiv in einer Organisation einbringen.

Berlin war für mich immer eine besondere Stadt. Besonders schön finde ich einen Alltag aufzubauen, neue Kulturen kennenzulernen und mehr über sich selbst zu lernen.



Esther aus Dänemark



Ismael aus Luxemburg

ICJA bedeutet für mich Vielfalt. Bevor ich beim ICJA den ESK begonnen habe, habe ich bereits Kurzzeitfreiwilligendienste gemacht. Meine Motivation ist es, anderen Menschen zu helfen, einen Freiwilligendienst und eine ebenso prägende Erfahrung wie ich zu machen.

Für mich ist der Freiwilligendienst beim ICJA eine Möglichkeit, mich sowohl persönlich als auch beruflich weiterzuentwickeln. Ich bin sehr neugierig und immer auf der Suche nach neuen Herausforderungen. Auf diesem Weg möchte ich Neues lernen und neue Kompetenzen erwerben.



Gloria aus Spanien

Deine Aufgaben und Rollen bei uns/im ICJA-Büro

Du arbeitest in einer assistierenden Rolle in unserem Team und hilfst uns bei der Vorbereitung und Durchführung internationaler Freiwilligendienste. Deine Aufgaben können u.a. sein:

- ✓ Erste Fragen von Bewerber*innen beantworten (Mail / Telefon)
- ✓ Bewerbungen sichten und checken, ob alles vollständig ist
- ✓ Kontakt zu Partnern im Ausland und in Deutschland
- ✓ Berichte der Freiwilligen lesen, beantworten & ablegen
- ✓ Unterlagen & Teilnahmelisten verwalten
- ✓ (Online) Seminare für Freiwillige mit vorbereiten
- ✓ Eigene kleine Projekte entwickeln und umsetzen



Wichtig zu wissen:

Deine Aufgaben sind ca. **80 % Organisation & Büro** und ca. **20 % pädagogische Arbeit** – also ideal, wenn du strukturiert bist, gerne kommunizierst und Lust hast, Verantwortung zu übernehmen.

Was du mitbringst

- Sehr gute Deutschkenntnisse (mind. B2/C1) und gute Englischkenntnisse (B1/B2)
- Interesse an Büro- & Organisationstätigkeiten – und Freude an Themen wie interkulturellem Austausch & globalem Lernen
- Offenheit, Motivation und Lust, Verantwortung zu übernehmen
- Grundkenntnisse in Office-Programmen (vor allem Outlook, Word & Excel)

Warum es sich lohnt

- Du arbeitest in einem internationalen und offenen Team
- Du bekommst Einblicke, wie Austauschprogramme wirklich funktionieren
- Es entstehen keine Kosten für dich: Der Freiwilligendienst mit dem ESC-Programm ist zu 100 % gefördert! Die internationalen Reisekosten, Unterkunft in einer Freiwilligen-WG, Verpflegung, Versicherung und Taschengeld werden vom ESC-Programm übernommen.



ICJA Team

Klingt nach dir?
**Dann bewirb dich –
wir freuen uns auf dich!**



Host Project Description – European Solidarity Corps	
<i>Name of the coordinating organisation</i>	ICJA / ICYE Germany
<i>PLANNED STARTING DATE</i>	11.01.2026
<i>DURATION</i>	7 Months
<i>Contact person in the host organisation for ESC administration/ESC placement</i>	Joanna Bojanowska Email: esc@icja.de
<i>Name and complete address of the project placement</i>	ICJA Freiwilligenaustausch weltweit e.V. (International volunteering organization) Am Sudhaus 2 12053 Berlin Activity: ICJA office (Assistant in the ESC sending department) https://www.icja.de/
<i>Activities of the project organisation (aims, objectives, actions)</i>	ICJA is a non-profit organization, which sends German volunteers from the age of 18 years abroad for one year to over 40 countries and, in turn, organizes one-year stays for international volunteers in Germany. ICJA's aim is to facilitate respectful and open interactions between people from different cultures and religious backgrounds. ICJA understands its exchange program as an educational opportunity. Central to ICJA's concept are contact, cooperation and a fruitful exchange between volunteers coming from all over the world. ICJA e.V. is an active member of the ICYE Federation (International Cultural Youth Exchange). There are around 35 people working in the office in Berlin. The office also coordinates the regional groups all over Germany where mainly the returnees are active.
<i>Description of the community the project is situated in</i>	The ICJA office is located in the Berlin Global Village – a center that hosts around 50 development organizations and initiatives shaped by people with international backgrounds. The office is situated in the district of Neukölln, a lively neighborhood known for its cultural diversity. Numerous cafés, green spaces, and active community projects make this area particularly attractive.
<i>Description of the tasks of the volunteer in the project</i>	The main task of the volunteer will be to assist with the preparation and coordination of the ESC volunteers and

	their placements. The working language is German. The tasks include: • General administration and research work • Responds to applicants' questions or concerns • Assists with the application process: revision of applications and verification of completeness • Communicates with participants regarding requirements of relevant documents • Translates texts and application documents • Prepares project descriptions of the ESC projects • Publishing and sharing ESC vacancies within networks • Assisting in online seminars for application process • Takes the opportunity to implement own project ideas (with the aim of raising awareness about the ESC programme in the field of social media) • Political education work with volunteers • Preparation of the ESC volunteers; conducting online workshops/seminars • Organisation of meetings with ESC volunteers Please note that the tasks are mostly administrative (90%), less pedagogical (10%), and primarily office-based.
<i>Required skills and interests of the volunteer</i>	The ICJA Office has the following expectations towards the volunteer's required skills and interests: - very good knowledge of German (B2/C1) and English (B1/B2-C1) is mandatory - Interest and fun in administrative tasks as well as in transcultural topics and global learning - be open-minded and motivated - be open to work in a responsible and independent way - ability to work in a team - willing to bring in own skills and interests - knowledge of Office Programs (especially Outlook, Word and Excel) - Interest in International Youth Exchange and Voluntary Service - Interest in contributing your own skills and testing yourself at seminars, etc.
<i>Working hours, working time:</i>	The weekly working hours will be 30-35 hours; two days off a week.
<i>Training and support for the volunteer</i>	There is a German/English mentor who is responsible for answering any questions and supervising the work of the volunteer. The volunteer can take part in the regular capacity training for staff members. The project has been a host project for the European Voluntary Service for several years now.

	The volunteer will always have another person who will support them with their tasks.
<i>Pocket Money</i>	The volunteer will receive 7 Euro/day as pocket money in monthly payments.
<i>Public Transport</i>	The volunteer will be reimbursed for the costs of a monthly public transport ticket.
<i>Description of the accommodation</i>	You have to be flexible about the accommodation. You will have your own room. You will live in a shared apartment.
<i>How will the food arrangement be?</i>	The volunteer receives a food allowance of 345 euros/month from the project.
<i>International travel costs</i>	The volunteer will receive a financial contribution to his*her travel costs from his*her place of origin to Germany and back to the home destination. The amount depends on the distance travelled. For travel distances between 500 km and 1999 km: with plane 309€ / green travel 417€, between 2000 km and 2999 km: with plane 395€ / 535€ green travel etc.
<i>Insurance</i>	The volunteer will receive health insurance, third party liability insurance as well as general accident insurance via the group insurance of the European Commission (free of charge for the volunteer).



ESK TEAM



Tereza

Ismael

Clara

Andrés

Ronja

Elisa

Joanna



Host Project Description – European Solidarity Corps	
<i>Name of the coordinating organisation</i>	ICJA / ICYE Germany
PLANNED STARTING DATE	01.08.2026
DURATION	12 Months
<i>Contact person in the host organisation for ESC administration/ESC placement</i>	Joanna Bojanowska Email: esc@icja.de
<i>Name and complete address of the project placement</i>	ICJA Freiwilligenaustausch weltweit e.V. (International volunteer service organization) Activity: ICJA office (Incoming Department) Location: Am Sudhaus 2 - 12053 Berlin https://www.icja.de/
<i>Activities of the project organisation (aims, objectives, actions)</i>	ICJA is a non-profit organization that sends German volunteers, 18+ years old, abroad for one year. There are over 40 countries in ICJA's network, enabling a wide variety of opportunities for German volunteers; In turn, ICJA organizes volunteer placements for international volunteers and refugees stays in Germany. ICJA's aim is to facilitate respectful and open interactions between people from different cultures and religious backgrounds. ICJA understands its exchange program as an educational opportunity. Central to ICJA's concept are contact, cooperation and a fruitful exchange between volunteers coming from all over the world. ICJA e.V. is an active member of the ICYE Federation (International Cultural Youth Exchange). There are around 35 people working in the office in Berlin. The office also coordinates the regional groups all over Germany where mainly the returnees are active.
<i>Description of the community the project is situated in</i>	The ICJA office is located in the Berlin Global Village – a center that hosts around 50 development organizations and initiatives shaped by people with international backgrounds. The office is situated in the district of Neukölln, a lively neighborhood known for its cultural diversity. Numerous cafés, green spaces, and active community projects make this area particularly attractive.
<i>Description of the tasks of the volunteer in the project</i>	As a volunteer organization, we are receiving and sending volunteers from all over the world and sending out volunteers in 34 different countries. The volunteer will be working in the incoming department. The main task of the volunteer will be to assist with the preparation and coordination of the ESC volunteers and their

	placements. Her/His tasks will be as follows (working language is in German and English): • Support with administrative tasks (applications, documents, contracts, working with lists) • Communication with projects and host families (working language is in German) • Documentation • Answering of initial questions about application modalities and program specifications within the different formats of exchange program – via Email and phone • Helping by organisation and preparing of seminars. If wished: Support at the seminar during the seminar • Reading, answering and archiving reports of the volunteers throughout the exchange year, administration of participation lists of participation documents • Opportunity to implement own project ideas. For example: own ideas in the area of social media are very welcome The volunteer gets an insight into documentation and organizational tasks for all programs of ICJA. Please keep in mind that the tasks are rather administrative (90%) and less pedagogical (10%).
<i>Required skills and interests of the volunteer</i>	The ICJA Office has the following expectations towards the volunteer's required skills and interests: • very good knowledge of German (B2/C1) and English (B1/B2) is mandatory • interest and fun in administrative tasks as well as in transcultural topics and global learning • be open-minded and motivated • be open to work in a responsible and independent way • ability to work in a team • willing to bring in own skills and interests • knowledge of Office Programs (especially Outlook, Word and Excel) • interest in International Youth Exchange and Voluntary Service • Interest in contributing your own skills etc.
<i>Working hours, working time:</i>	The weekly working hours will be 30-35 hours; two days off a week.
<i>Training and support for the volunteer</i>	There is a mentor who is responsible for answering any questions and supervising the work of the volunteer, and who speaks English. The volunteer can take part in the regular capacity training for staff members.

	The project has been a host project for the European Voluntary Service for several years now (as a hosting, sending, and coordinating ESC organization). The volunteer will always have another person who will support them with their tasks. ICJA has a large network to other (ESC) volunteers.
<i>Pocket Money</i>	The volunteer will receive 7 Euro/day as pocket money in monthly payments.
<i>Public Transport</i>	The volunteer will be reimbursed for the costs of a monthly public transport ticket.
<i>Description of the accommodation</i>	Because of the housing shortage in Berlin, it is very difficult for us to find a room for the volunteer. For this reason, it is very important that you are flexible about the accommodation: You will have your own room. You will live in a shared apartment. A commute to work that takes up to 60 minutes is normal in Berlin.
<i>How will the food arrangement be?</i>	The volunteer receives a food allowance of 345 euros/month from the project.
<i>International travel costs</i>	The volunteer will receive a financial contribution to his*her travel costs from his*her place of origin to Germany and back to the home destination. The amount depends on the distance travelled. For travel distances between 500 km and 1999 km: with plane 309€ / green travel 417€, between 2000 km and 2999 km: with plane 395€ / 535€ green travel etc.
<i>Insurance</i>	The volunteer will receive health insurance, third party liability insurance as well as general accident insurance via the group insurance of the European Commission (free of charge for the volunteer).



Host Project Description – European Solidarity Corps	
<i>Name of the coordinating organisation</i>	ICJA / ICYE Germany
<i>PLANNED STARTING DATE</i>	15.08.2026
<i>DURATION</i>	12 Months
<i>Contact person in the host organisation for ESC administration/ESC placement</i>	Joanna Bojanowska Email: esc@icja.de
<i>Name and complete address of the project placement</i>	ICJA Freiwilligenaustausch weltweit e.V. (International volunteering organization) Am Sudhaus 2 12053 Berlin Activity: ICJA office in Berlin (Sending Department) https://www.icja.de/
<i>Activities of the project organisation (aims, objectives, actions)</i>	ICJA is a non-profit organization, which sends German volunteers from the age of 18 years abroad for one year to over 40 countries and, in turn, organizes one-year stays for international volunteers in Germany. ICJA's aim is to facilitate respectful and open interactions between people from different cultures and religious backgrounds. ICJA understands its exchange program as an educational opportunity. Central to ICJA's concept are contact, cooperation and a fruitful exchange between volunteers coming from all over the world. ICJA e.V. is an active member of the ICYE Federation (International Cultural Youth Exchange). There are around 35 people working in the office in Berlin. The office also coordinates the regional groups all over Germany where mainly the returnees are active.
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<i>Description of the tasks of the volunteer in the project</i>	As a volunteer organization, we are receiving volunteers from all over the World and sending out volunteers in 34 different countries. The volunteer will be working in the sending department. In particular, they* will be involved in preparing and supporting German volunteers who will do their voluntary

	service in Latin American countries and the Global North OR Africa and Asia. Their* tasks will be the following: • Answering of initial questions about application modalities and program specifications within the different formats of exchange program – via Email and phone • Support the selection process of candidates: revision of applications and verifying for completeness • If wished: contact to international partner organizations (working language is in English) regarding requirement and presentations of relevant documents • Reading, answering and archiving reports of the volunteers throughout the exchange year, administration of participation lists of participation documents • Support in preparing seminars • Possibility to support international Workcamps • Opportunity to implement own project ideas The volunteer supports the pedagogical work with international volunteers and German volunteers and assists with organizational tasks. They* gets an insight into documentation and organizational tasks for all programs of ICJA. Please keep in mind that the tasks are rather administrative (90%) and less pedagogical (10%).
<i>Required skills and interests of the volunteer</i>	The ICJA Office has the following expectations towards the volunteer's required skills and interests: • opportunity to implement own project ideas • very good knowledge of German (B2/C1) and English (B1/B2) is mandatory • interest and fun in administrative tasks as well as in transcultural topics and global learning • be open-minded and motivated • be open to work in a responsible and independent way • ability to work in a team • willing to bring in own skills and interests • knowledge of Office Programs (especially Outlook, Word and Excel) • interest in International Youth Exchange and Voluntary Service • interest in contributing your own skills and testing yourself at seminars, etc.
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<i>Insurance</i>	The volunteer will receive health insurance, third party liability insurance as well as general accident insurance via the group insurance of the European Commission (free of charge for the volunteer).

Melinda



Kristin



Martin



Anna



**SENDING
TEAM**

Juli



Esther



Elando



Tina



Gloria

