

<p><b>Title / Duration / Visa</b></p> <p><b>Felm Middle-east region</b></p> <p><b>Felm Volunteer 2019</b>  <b>Project Assistant</b> (possibility to combine with 3 months volunteer period in Helsinki main office)</p> <p><b>3 months</b> March-May</p> <p><b>Felm tutor / Partner tutor:</b> Felm Church Cooperation Manager</p>	<p><b>Partner / Location</b></p> <p>Volunteer will be based in Felm center in the heart of Jerusalem, in Israel. Work will be done in center and from center in Israel and Palestine area. Volunteer will do cooperation with local stakeholders and Felm partner organizations.</p>
<p><b>Objective and duties of Felm Volunteer</b></p> <ul style="list-style-type: none"> <li>- Assisting task of project management;</li> <li>- To conduct analysis of chosen themes;</li> <li>- Assisting in annual reporting;</li> </ul>	<p><b>Short description of the tasks</b></p> <ul style="list-style-type: none"> <li>- Volunteer will be responsible of conduct or produce analysis and background papers of relevant thematic areas and assist in project management and (PME= planning, monitoring and evaluation) of Felm work in the area.</li> </ul>
<p><b>Competence / Qualifications / Language requirements:</b></p> <ul style="list-style-type: none"> <li>- Good level of English;</li> <li>- Ability to work independently;</li> <li>- Interest of project management;</li> <li>- Flexibility and positive attitude;</li> <li>- Motivation to learn and develop Felm work in the region;</li> <li>- Ability to work in multicultural environment</li> <li>- Culture and religious sensitivity;</li> <li>- Master level of education in relevant field of study (social sciences, development studies, political science etc.);</li> </ul>	

**Benefits and commitments: Felm**

- providing the tasks, materials and instructions for the Felm Volunteer
- advising the applicant with visa-procedures and providing Felm Volunteer visa-invitation letter
- providing a personal tutor and a draft program for the Felm Volunteer period (incl. tutor discussions: starters session, mid-term discussion and evaluation session)
- transportation Tel Aviv Ben Gurion airport – agreed lodgings – Tel Aviv airport (Felm Volunteer arrives independently to and from the center using a shared sherut –taxi / costs are covered by the center)
- accommodation at Felm center (room, in the hall toilet, bathroom, kitchen facilities, water and electricity)

**Felm Helsinki offices**

- partner and objective based needs assessment in recruiting a suitable Felm Volunteer (applicants hold a certificate of Felm’s education)
- providing daily food allowance
- orientation session and feedback session
- Support and guidance in substance issues

**Felm Volunteer**

- following the Felm Volunteer agreement and it’s guidelines
- following the tutors instructions
- taking care of all personal expenses and arrangements other than mentioned above (Volunteers are responsible for their own international airfare, visa, travel insurance, local travel not related to Felm Volunteer tasks and spending money)
- commitment to provide feedback to Felm regional office and Helsinki headquarters
- commitment to take part in 2-3 parish visits after returning to Finland

Lähde liikkeelle or Lähetyksen esikoulutus –course is a prerequisite for applying to Felm Volunteer tasks.

Full-time students attending the Felm Volunteer program are eligible for trainee status.

Felm<sup>1859</sup>