

<p><b>Title / Duration / Visa</b></p> <p>Coordination and administrative assistant</p> <p>3 months (September-November 2021)</p> <p><b>Felm tutor / Partner tutor:</b></p> <p>A Coordination and Network Officer</p>	<p><b>Partner / Location</b></p> <p>Based in Jerusalem at the Felm Center.</p>
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<p><b>Objective and duties of Volunteer</b></p> <p>Support in developing working structures and plans for Felm Center's maintenance and upkeep of the center compound and buildings.</p>	<p><b>Short description of the tasks</b></p> <ul style="list-style-type: none"> <li>- Take part in documentation for building a portfolio for Felm Center's maintenance regarding especially the newly renovated Lower House</li> <li>- Assisting in creating structures for daily based center management structures</li> <li>- Support in planning annual cycles for maintenance and upkeep of the Felm Center compound and buildings</li> <li>- Specific tasks will be tailored based on applicants personal skills, experience, education and interests.</li> <li>- -Participation on activities organized in Felm center;</li> </ul>
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**Competence / Qualifications / Language requirements:**

Meet the requirements of the Felm Volunteer program

Skilled in working in maintenance and upkeep, relevant educational background (hotel management etc.)

Minimum language requirement: Good written and spoken English, knowledge of Hebrew considered an asset

Able to adjust and work in a multicultural working environment and with people from different backgrounds

**Benefits and commitments:** (please do not change or remove the text)**Felm country office**

- Providing the tasks, materials and instructions for the Volunteer before volunteer period
- Felm will cover in-country expenses related to the volunteer task, such as work-related travel, sim-card and computer if necessary at work, etc.
- Advising the applicant with visa-procedures and providing Volunteer with visa invitation letter, and cover the costs if Volunteer needs extension of visa
- Providing a personal tutor and a draft program for the Volunteer period (incl. tutor discussions, starters session, mid-term discussion and evaluation session)
- Accommodation (furnished apartment or bedroom with shared kitchen and toilet)
- Introducing the Volunteer to Felm's partners work in the project areas

**Felm Helsinki office**

- Recruiting a suitable Felm Volunteer
- Providing the tasks, materials and instructions for the Volunteer
- Orientation session
- Feedback session
- Travel insurance
- Criminal records extract for volunteering if tasks include working with children
- Small reimbursement of expenses

**Felm Volunteer**

- Following the FELM Volunteer agreement and its guidelines

- Following the Code of Conduct and Safety Instructions of LWF and tutor's instructions in destination
- Purchasing his/her own travel tickets from Finland to the country of placement and visa
- Obtaining a health certificate before departure
- Taking care of all personal expenses and arrangements other than mentioned above (Volunteers are responsible for their own international airfare, first visa, baggage insurance, not work related travel, food, laundry and other personal expenses)
- Commitment to provide feedback
- Commitment to take part in parish visits after returning to Finland (organizing by Felm)

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

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