

<p>Title / Duration / Visa</p> <p>Assistant administrative & communications coordinator & English support</p> <p>Aug-Dec Work visa</p> <p>Felm tutor / Partner tutor:</p> <p>Ilse Paakkinen, Regional Director</p>	<p>Partner / Location</p> <p>Felm office in Hong Kong / Lutheran theological seminary</p>
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<p>Objective and duties of Volunteer</p> <ul style="list-style-type: none"> - Assisting in project management (cooperating with Programme manager/s) - Archiving duties and other Felm HK office related duties - Assisting in communications (cooperating with Communications adviser for social media, written media) - English language training and support Lutheran Theological Seminary for Mekong & Chinese students 	<p>Short description of the tasks</p> <ul style="list-style-type: none"> - Assisting in compiling documents, M-files - Assisting in project management - Archiving of Felm HK documents - Writing, taking pictures, video for social media (IG, FB) and written media (Lähetysanomat, possibly other medias), interviewing partners - Supporting, training, teaching English in Lutheran Theological Seminary
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Competence / Qualifications / Language requirements:

- English, Mandarin or Cantonese Chinese in an asset
- Familiar to church work
- Flexible and independent working style
- Preferably a university degree or studies in a relevant field
- Resilience with unexpected changes in work schedule and rapidly changing political context

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.