

Project coordinator in the East of Iceland

Mid-Term-Volunteer Placement Description:

Placement in the field: Environmental Work / Group Management

Location: “Fjarðabyggð” is an association of villages in the Eastern fjords of Iceland. It includes the towns of Eskifjörður, Fáskrúðsfjörður, Mjóifjörður, Neskaupstaður, Reyðarfjörður and Stöðvarfjörður, all tiny fishing villages with steep mountains towering just behind the houses. In this area you will see some of the features that make Iceland a unique place in the world: spectacular fjords with a rich sea life, a great variety of birdlife, and countless breathtaking hiking paths.

The project coordinator will be located in Eskifjörður in the **east of Iceland**. In this community there are around 950 inhabitants. He/she will also have the opportunity to visit other parts of Iceland.

Short description of the project/projects: The project coordinator will work under the supervision of the North/East area manager of the organization. He/she will be involved in preparing, organizing, running and evaluating cultural, nature-oriented and environmental protection projects in the area. Those projects are organized with international volunteers and usually last for 2 weeks. In each group there is also one of two leaders from the organization.

At the beginning of the stay here, she/he will receive qualified training from the organisation members. This training will capacitate her/him to perform the projects’ activities, which vary between building tracks and hiking routes, cleaning beaches, planting trees and different kinds of environmental-related tasks. At the same time, will receive guidance in how to plan, organise and lead the projects, including topics as group management, conflict resolution, bookkeeping, development, leader roles, intercultural cooperation, motivation, etc. She/he will also receive practical information about planning a project, spare time activities, first aid, etc.

Once the season to working on the field arrives, the work will consist in supervising and developing the projects, coordinating groups of 8 to 20 international participants staying two weeks at a time. At the end of their stay in Iceland, The project coordinator will be expected to produce an evaluation of the projects and their results.

Activities: Our primary activity is organizing **environmental-related projects** where people coming from different countries perform voluntary work. In organizing them, much emphasis has been put on making sure the volunteers see that their work is important, they help a community in need, or they work for the protection of the environment. In the meantime, they themselves form a community and get in close contact with locals as well as with other participants of the project from different cultures and nationalities. They find out about each other's habits and ways of life, also getting an insight to the problems of the area and its inhabitants.

Co-ordinating organisation: it is a non-profit organisation promoting nature and peace oriented activities for volunteers wanting to spend some time in Iceland. We also send local volunteers intending to have similar experiences abroad. We promote active participation of people and its mobility, intercultural learning and voluntary service, through non-formal educational activities. The main activities offered are workcamps, seminars, local events and exchange programmes suitable both for young people and adults. Every year the organization hosts between 1.300 – 1.600 international volunteers.

Starting dates: At the earliest: **15.05.2013**. At the latest: **15.06.2013**

Duration: Four to six months

Further support from the organization, financial information:

Participation fee includes free accommodation, food, local transportation, insurance and previous preparation and dissemination of project results.

You need to pay your return international transport to the hosting placement.

No salaries are paid but the project coordinator will get 145 EURO per month as pocket money.

Desired Profile Course of studies: Particular field of studies or defined subjects are not set. Organization would like to host someone motivated to work for an NGO promoting environmental and peace oriented activities.

Linguistic skills: English spoken and written needed. Other languages are seen as an advantage.

Technical skills: Management of basic data processing packages as Microsoft Excel and Project Management, Word, Outlook and Explorer. **Driving license is necessary.**

Skills and competencies: Ability to organize on her/his own initiative. Time-management skills and ability to work under time pressure during high peaks of the season.