

VOLUNTEER'S TASKS

(30%) Promotion and Distribution:

- developing Kalat website and EVS blog, together with other volunteers;
- taking care of social networks (planning and posting);
- promotion (newsletter, electronic flyer draft A3 / A4, brochure draft PP);
- local and international networking (mailing list review, promotion plan, promotion tools, evaluating partnership, planning meetings, researching and mapping contacts/ institutions/ organizations/ companies/ etc contacting institutions/ organizations/ companies/ people and sponsorship institutions);
- analysing local tourism and youth condition.

(20%) Research and Development. The volunteer will help with Hosting Organization's activities. He/she will be involved in organizing "Happening" (spring and summer international camps) and "International workshop". In particular, he/she will be in charge of:

- briefing, project and coordination, together with the other volunteers;
- research and data analysis (giving tests, target marketing analysis, business plan "Happenings" and International Workshops, evaluation test draft preparation, data analysis, writing reports);
- brainstorming to give new ideas;
- translation of useful readings and documents;
- meeting with other volunteers, with local and international partners (projects promotion, existing documentation recovery, designing welcome pack, applications approving, exchanging documents, planning arrivals, scheduling "Happening" program, scheduling times/ activities/ goals, scheduling documents/ procedures and management tools);
- documents management system (managing and storing documents).

(40%) Management activities.

- helping the hosting organization in organizing events like exhibitions (permanent and temporary, about photography art and painting), youth international meeting, international workshops, lectures, conferences, cinema nights, international and local dinners to promote the territory;
- helping with the game room and with USEIT (our center for developing soft skills), organising laboratories;
- helping the hosting organization with "Happening" projects and International Workshops;
- helping in organizing food events (arranging interior furniture/ interior spaces and tools, staff selection, arranging and cleaning spaces, attendance records, photographic exhibitions, recovery tools, sending "thank you" letters/emails, payment of the final balance, press release, writing reports).

(10%) Promoting Erasmus + Opportunities. The volunteer will promote *EVS & European mobility* at local, national & international level by:

- writing short articles for local newspapers;
- organising meetings in schools, local associations & parishes;
- fostering the international youth mobility & European awareness developing different projects inside Actions KA1 & KA2;
- organising information & visibility events;
- organising events (dinners, conferences, etc.) to talk about her own country and her own culture.