

# **Archdiocesan Caritas Olomouc**

## **Department/division: Humanitarian Department**

Archdiocesan Caritas Olomouc (ACHO) was founded by the Archbishop of Olomouc in 1990. It helps the Archdiocese of Olomouc to manage, coordinate and methodically administrate the charity work. It provides guidance and informational service regarding social work, healthcare a humanitarian aid for local Caritas in the dioceses. ACHO also provides humanitarian and development aid abroad. Since 1991 ACHO has been helping in more than 35 countries and now it is helping in Haiti and Ukraine.

**Position title:** Project Management, PR and Administrative Assistant

**Position purpose:** -

### **Duties and responsibilities:**

- Participating in ACHO ongoing humanitarian aid and development cooperation projects in Ukraine and Haiti (administrative support, preparing shipments for children and donors, participating in public events (presentations of ACHO projects, workshops, exhibitions etc.))
- Participating in the organization of an event promoting Ukraine and Ukrainian culture (PR, communicating with partners, administrative support, contributing to workshops with trainee's own input/presentation)
- Translating texts from Ukrainian to Czech/English to Czech and vice versa (translating articles, news on the ACHO web site, documents, proofreading)

### **Qualifications**

#### **Field/s of study:**

- Economics
- Management and administration
- Marketing and advertising
- Language acquisition
- Literature and linguistics

**Level of study:** bachelor (3<sup>rd</sup> year, master)

#### **Professional competences:**

- PR skills
- Administrative skills
- Translation skills
- Basics of cultural event management
- Basics of project management

#### **Key competences/Language skills:**

- Czech – B2 – Upper intermediate (Required)
- Ukrainian – C2 – Proficiency (Required)
- English – A2 – Elementary (Preferred)

#### **Key competences/Computer skills:**

- Web browsing and communication – Independent user
- Word processing, Spreadsheets, Databases, Presentation – Independent user

**Key competences/Other:**

- Communication
- Critical and analytical thinking
- Planning and organizing
- Creative thinking
- Teamwork
- Intercultural perception
- Initiative
- Reliability

**How to apply**

Please send documents to Marharyta Velebnyk, ifnul.erasmusplus@gmail.com, by 27/11/2019 at the latest.

**Facts**

**Economic sector:** Human health and social work activities

**Size:** staff 1 to 20

**Working language/s:** Czech, English, Russian, Ukrainian

**Type of work placement:** Traineeship

**City/Country:** Olomouc/the Czech Republic

**Earliest start date:** 1st traineeship 13/01/2020, 2nd traineeship 14/04/2020

**Latest start date:** -

**Duration:** 3,0 months

**Working hours:** 35 hours/week (working hours from 08:30 to 15:30)

**Remuneration:**

**Financial contribution:** 0 EUR/month

**Contribution in kind:** none