

PLACEMENT:

All-Rounder Intern at the Scalabrini Centre of Cape Town

SHORT DESCRIPTION OF THE NGO:

The Scalabrini Centre strives to alleviate poverty by promoting development in the Western Cape and by offering assistance to refugees and their children. The ultimate aim is fostering the integration of refugees/migrants into local communities.

NGO TARGET GROUP:

Refugees and immigrants - mainly from Zimbabwe, Congo, Somalia, Burundi and Rwanda. We also offer services to South African citizens.



PROJECT BACKGROUND:

In order for a multifaceted NGO like the Scalabrini Centre to run smoothly, we need the assistance of capable, willing, and flexible interns to assist with a variety of day to day tasks. From photocopying to teaching, organizing files to minute taking, this position introduces you to a wide range of duties while familiarizing you with all the different aspects of our organization!

INTERN DUTIES AND RESPONSIBILITIES:

- 1. English School:** Filling in for absent English School teachers, tutoring students, assisting with extra-curricular activities where needed and providing English School resource support.
- 2. Reception:** Covering the reception area for a period of time daily when the receptionist is away from the desk; assisting the Receptionist with various tasks.
- 3. Programme Support:** Assisting various Scalabrini programmes where needed; joining the Employment Help Desk team when shorthanded, providing support to our Women's Platform, attending meetings and events on behalf of Scalabrini when necessary.
- 4. Creative and Organizational Projects:** Plan and execute a variety of hands-on projects around the Centre, such as designing and creating flyers and posters for programmes and events, developing tools and resources for programmes and clients, and planning and organising events.
- 5. General:** Wherever and whatever help is needed. This may include data entry, running errands, making photocopies, helping out with day to day tasks to ensure all the projects of the Centre can run smoothly.

-An effective All-Rounder has an upbeat attitude and enthusiasm for all levels of NGO involvement, from the repetitive and mundane to highly demanding and independent projects.-

REQUIREMENTS:

- Pro-active engagement and willingness to get involved in Scalabrini's various activities
- Independent and very flexible, able to deal with changing daily needs of the organization

- Good oral and written communication skills in English, French an advantage
- Enjoy working with people of different cultures
- Minimum age 20 preferred

OPPORTUNITIES:

- Learning how to work in an NGO environment.
- Experience interacting with people of diverse cultures.
- Gaining insight into the different project areas in Scalabrini.

All-Rounder Testimonial:

"I've been volunteering at Scalabrini as an All-Rounder three times already, and after working there for 9 months in total, I can honestly say, it was one of the best things I did in my life! As an All-Rounder volunteer you work wherever help is needed, that makes it the perfect opportunity to get to know all the different projects and topics at Scalabrini. And the best thing is you are part of a team with the most amazing colleagues! I would definitely come back a fourth time too..." - Bianca Duerr, Executive Assistant, Daimler AG

COMMITMENT:

Monday – Friday, 8:30AM – 4:30PM
3 month *minimum* commitment required.

LOCATION WHERE THE VOLUNTEER WILL OPERATE:

Scalabrini Centre, 47 Commercial Street, Cape Town 8001

For more information or to apply to be a Scalabrini Centre Intern, please contact Amanda Kirk at operations@scalabrini.org.za or 021 465 6433