



Stážista, s. r. o.

Volunteer Programs Intern (Paid Internship)

Place of work

Bratislava, Slovensko

Start date in work

By agreement

The date the offer was added

10 Feb 2025 (update 3 May 2025)

Type of employment

internship

Salary (gross)

€6 per hour

Number of job vacancies

1

Information about job offer

Job description

Habitat for Humanity International is seeking a dedicated student to join our team in Bratislava and play a vital role in supporting our volunteer program activities.

As a key support for our Volunteer Programs team, you will be responsible for:

- * Assisting with tasks like database management, compiling reports, research and administrative duties
- * Helping with volunteer program evaluation, marketing and promotion
- * Administrative support with sending volunteer teams: processing volunteer applications, team rosters, and emergency management information.
- * Maintenance of the program's email account and online volunteer schedule.
- * Updating our web site and social media about volunteering and development.
- * How to work with colleagues from different cultures and backgrounds

- * You can learn about management of global volunteering program
- * Learn about database management and reporting
- * Improve your time-management and communication skills
- * Gain website and social media management skills

Selection procedure information

If you are interested in an internship with Habitat for Humanity International, and in helping to eliminate poverty housing, please send in your CV AND COVER LETTER in English explaining your interest in this role by applying via:

<https://www.habitat.org/about/careers/volunteer-programs-intern-10155br>

Closing date for applications is February 6, 2025. Every applicant will receive feedback from us.

To find out more about HFHI visit us at www.habitat.org/emea.

Position also suitable for

- students

Benefits offered

- * Potential opportunity for full-time employment in the future
- * Laptop and possibility to work partially from home
- * Employee recognition portal
- * Fully paid meal allowance (8,50 €)

Employee requirements

Required education

- Higher, Post-Secondary Education
- Tertiary Education (Undergraduate|
- Tertiary Education (Graduate)

Languages

- English - Advanced: B1 and B2

Additional requirements

Minimum year of university studies: 2nd year

Field of Study: Any

Foreign languages, level of use: English language (C1) Advanced

IT skills, level of use: Microsoft Word Intermediate, Microsoft Excel Intermediate, Microsoft Outlook Intermediate, Microsoft PowerPoint Intermediate

* A passionate and enthusiastic university student who would stay with us for at least one year

* Excellent English both written and spoken

* Availability for +/- 20 hours per week

* Top-notch digital skills, including proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook)

* Willingness to learn and proactive approach

* Active support of HFHI Values:

- Humility - We are part of something bigger than ourselves

- Courage - We do what's right, even when it is difficult or unpopular

- Accountability - We take personal responsibility for Habitat's mission

* Safeguarding: HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.

Employer information

Business Name



Stážista, s. r. o.

Company Registration Number

36840394

Address

Konventná 7969/6, 811 03, Bratislava - mestská časť Staré Mesto, Slovensko

Characteristics of the company

Stážista.sk je inovatívny kariérny portál pre vysokoškolákov, ktorý spája slovenských študentov, uvedomujúcich si hodnotu odbornej praxe a túžiacich po profesionálnom rozvoji na Slovensku, so zamestnávateľmi, ktorí im poskytujú príležitosť na získanie odborných pracovných skúseností a oceňujú absolventov s praxou. Vytvárame komunitu stážistov – študentov s pracovnými skúsenosťami, pripravených na pracovný trh budúcnosti.

Chceme priradiť pravú hodnotu slovu "stáž" s jej komplexným prínosom pre vysoké školy, študentov a zamestnávateľov v našej spoločnosti. Pre nás stážista nie je brigádnik. Primárny cieľ stážistu je získať pracovné skúsenosti vo svojom odbore, naučiť sa a rozvinúť odborné znalosti a zručnosti v praxi. Veríme, že aj vďaka tomuto projektu bude zo slovenských vysokých škôl vychádzať stále viac "stážistov" a CV slovenského absolventa bez relevantnej praxe sa stane minulosťou.

Source: worki.sk, **Offer ID:** 2056862, **Classification of jobs (SK ISCO-08):** [4419999 Other administrative clerk not elsewhere classified](#), **Working area:** [IT and Telecommunications](#)