

**CALL FOR APPLICATIONS**  
**International Volunteer Assistants**

Location: R&amp;R Peace Centre in Bkarzla, Akkar Region, Lebanon

Duration: 3 months (renewable)

**Who we are:**

Relief & Reconciliation International AISBL is a non-profit organisation based in Belgium that is combining peacebuilding with humanitarian help for those affected by the Syrian crisis. Our Lebanese branch started operations in 2013 with the opening of a first Peace Centre for the youth in Akkar, a region in the North of Lebanon next to the Syrian border. More than 150 international volunteers have lived and worked there so far, forming a small community of international solidarity and providing services especially in the field of education, psychosocial support and peacebuilding. Our international volunteers are assisting our local Lebanese and Syrian staff members in the implementation of our programme lines.

**What we are looking for:**

We are launching a call to join us as long-term Volunteer Assistant for at least three months (renewable). Living and working at the R&R Peace Centre, our Volunteer Assistants will gain a unique opportunity to learn how to better serve those affected by the Syrian crisis. In daily direct contact and under the guidance of those we serve, our international volunteers are becoming first-hand witnesses of the biggest refugee crisis since the end of the Second World War and hence ambassadors of the Syrian people after their return home. During their stay at the R&R Peace Centre, they will help us implement services in the fields of education, psychosocial support and peacebuilding as specified below.

Our Lebanese branch is looking for experienced men and women who are willing to assist in the fields of foreign language teaching (French and English), project development and communications. Please find below the precise terms of reference for each of these positions. Volunteer assistants are required to stay at the R&R Peace Centre for the entire duration of a term. If you wish to stay for a shorter period of time (between 2 and 6 weeks), please think about a proposal to serve as Project Volunteer as advertised on our website. The following deadlines apply to long-term Volunteer Assistants:

Winter Term	Spring Term	Summer Term	Autumn Term
Period: <b>1 Jan – 31 Mar</b>	Period: <b>1 Apr – 30 Jun</b>	Period: <b>1 Jul – 30 Sep</b>	Period: <b>1 Oct – 31 Dec</b>
Deadline for applications: 30 September	Deadline for applications: 31 December	Deadline for applications: 31 March	Deadline for applications: 30 June
Selection by 15 November	Selection by 15 February	Selection by 15 May	Selection by 15 August

*R&R Lebanon operates in sensitive regions of Lebanon, where there may be security concerns of varying severity. We therefore ask that volunteers demonstrate an awareness of their environmental and cultural surroundings. Volunteers are expected to follow the principles and rules established by our local branch. At the R&R Peace Centre, we are putting particular emphasis on the concept of hospitality and spiritual solidarity, which entail respect for each person's convictions or beliefs.*

**Costs:** Volunteers are asked to pay for their own travel to and from Lebanon and for their travel insurance. The following costs are covered by R&R International for the duration of their term:

- Accommodation and meals (shared bed-rooms and basic food supplies, at least one warm meal per day)
- Transport within Lebanon related to all programme activities

**How to apply:** Please download the application form at [www.reliefandreconciliation.org/volunteer](http://www.reliefandreconciliation.org/volunteer) and send the completed form to the indicated email address, together with a short CV (resume).

Learn more about R&R at [www.reliefandreconciliation.org](http://www.reliefandreconciliation.org) and at [www.facebook.com/relief4syria](https://www.facebook.com/relief4syria).

## **R&R Lebanon**

### **Vacancy**

#### **Volunteer Teaching Assistants – French & English**

**Starting dates:** 1 October, 1 January, 1 April or 1 July

**Location:** R&R Peace Centre in Bkarzla, Akkar Region, Lebanon

**Duration:** 3 months (renewable)

#### **Mission Statement**

“Relief & Reconciliation Lebanon” (R&R Lebanon) is a Lebanese NGO that is part of the network “Relief & Reconciliation International AISBL”, based in Brussels (Belgium). Its objective is to combine peacebuilding with practical help in response to the Syrian crisis. We are uniting moral authorities of different confessions and groups around a common cause: the future of the youth. Under the auspices of a local Steering Committee, we have established a first Peace Centre in Akkar: a house that serves as a safe place for young people from all confessions and groups, Syrians and Lebanese, where international and local staff help to develop skills and to treat the war trauma of the youth, also providing material aid where needed. R&R Lebanon has no affiliation to any government, party or confession; it is born out of the spirit of Christian-Muslim friendship, open for all. At the R&R Peace Centre, we put special emphasis on the concept of spiritual solidarity.

#### **Position profile**

Along with our Lebanese educational staff, three international **Volunteer Teaching Assistants** will implement the activities contained in the Educational Programme Line related to the teaching of foreign languages: 2 assistants for teaching French and 1 assistant for teaching English to both Syrian refugees and Lebanese host communities.

Volunteer Assistants will be accommodated at the R&R Peace Centre in Akkar. They are supposed to be the heart and soul of the Peace Centre, implementing R&R Lebanon’s overarching vision to build bridges of understanding between different communities, to raise awareness for the Syrian refugee crisis and to yield international solidarity for those affected. Teaching activities will hence be complemented by regular extracurricular activities and outreach visits with different communities present in the Akkar region, as well as by communication with the outside world.

#### **Primary Duties and Responsibilities**

- Support the field staff of R&R Lebanon in the implementation of R&R Lebanon’s vision and mandate in the Akkar region of Lebanon, both related to Syrian refugees and Lebanese host communities;
- Maintain and develop the R&R Peace Centre as an open house to the youth of all communities present in the region and as a place of spiritual hospitality and exchange;
- Maintain and develop relationships based on mutual respect and trust with all communities present in the region through regular outreach visits to refugee camps and host communities;

- Assist our local teachers and teaching volunteers, amongst them Lebanese and Syrians, in the implementation of school support classes and the development of innovative pedagogical tools at the R&R Peace Centre and in other teaching locations nearby;
- Plan and implement supplementary French and/or English language classes to Syrian refugees and affected Lebanese at the R&R Peace Centre and in other teaching locations nearby;
- Participate in the development and implementation of extracurricular activities such as recreational activities for Syrian and Lebanese children/youth: arts and skills workshops, etc.;
- Participate in the development and implementation of life-skill modules, such as non-violent action, computer literacy, hygiene, environmental awareness, etc.;
- Support the implementation of R&R Lebanon's communication strategy by producing updates from the R&R Peace Centre to our volunteer blog and social media sites;
- Contribute to the creation of a positive image and overall credibility of R&R Lebanon, notably through the application of R&R Lebanon's mandate, ethics, and values;
- Perform other such functions as may be assigned by the Designated Manager.

### **Qualifications**

- Fluency in English (and French for French teachers), proficiency in Arabic;
- Bachelor level higher education in a relevant field such as education, psychology, international development, political sciences, or other social sciences;
- Experience working with adolescents and children, preferably in a classroom environment;
- Experience with recreational activities: sports, performing and/or plastic arts, or others, desirable;
- Strong interpersonal skills; comfortable navigating multi-cultural environments;
- Ability to work as part of a team as well as under own initiative;
- Ability to work well under pressure and meet tight deadlines;
- Ability to obtain a visa for a volunteer stay in Lebanon;
- International driving licence an asset.

### **Conditions**

- Fixed-term volunteer agreement for 3 months, renewable for a second term of 3 months;
- Basic accommodation and food catering at the R&R Peace Centre (shared rooms);
- 40 hours of volunteer service time per week (regularly from Monday to Friday);
- Some hours outside office hours may be required for certain activities. Compensatory time off will be offered in exchange for additional hours worked;
- Two weeks of rest & relaxation after 3 months of volunteer service;
- Transportation to all programme-related places in Lebanon.

### **Submission of applications**

Please download the application form at [www.reliefandreconciliation.org/volunteer](http://www.reliefandreconciliation.org/volunteer) and send the completed form to the indicated email address, together with a short CV (resume).

## **R&R Lebanon**

### **Vacancy**

#### **Volunteer Project Development Assistant**

**Starting dates:** 1 October, 1 January, 1 April or 1 July

**Location:** R&R Peace Centre in Bkarzla, Akkar Region, Lebanon

**Duration:** 3 months (renewable)

#### **Mission Statement**

“Relief & Reconciliation Lebanon” (R&R Lebanon) is a Lebanese NGO that is part of the network “Relief & Reconciliation International AISBL”, based in Brussels (Belgium). Its objective is to combine peacebuilding with practical help in response to the Syrian crisis. We are uniting moral authorities of different confessions and groups around a common cause: the future of the youth. Under the auspices of a local Steering Committee, we have established a first Peace Centre in Akkar: a house that serves as a safe place for young people from all confessions and groups, Syrians and Lebanese, where international and local staff help to develop skills and to treat the war trauma of the youth, also providing material aid where needed. R&R Lebanon has no affiliation to any government, party or confession; it is born out of the spirit of Christian-Muslim friendship, open for all. At the R&R Peace Centre, we put special emphasis on the concept of spiritual solidarity.

#### **Position profile**

Along with our Lebanese educational staff and other international volunteers, one **Volunteer Project Development Assistant** will develop new activities along R&R Lebanon’s different programme lines related to humanitarian aid for those affected by the Syrian crisis in the Akkar region of Lebanon, working both with Syrian refugees and Lebanese host communities, particularly as support for the selection and implementation of extracurricular activities offered by international Project Volunteers.

International volunteers will be accommodated at the R&R Peace Centre in Akkar. They are supposed to be the heart and soul of the Peace Centre, implementing R&R Lebanon’s overarching vision to build bridges of understanding between different communities, to raise awareness for the Syrian refugee crisis and to yield international solidarity. The development of new activities, such as vocational training modules, spiritual solidarity events or youth clubs, will hence be complemented by administrative tasks, regular outreach visits and communication with the outside world.

#### **Primary Duties and Responsibilities**

- Support the field staff of R&R Lebanon in the implementation of R&R Lebanon’s vision and mandate in the Akkar region of Lebanon, both related to Syrian refugees and Lebanese host communities;
- Maintain and develop the R&R Peace Centre as an open house to the youth of all communities present in the region and as a place of spiritual hospitality and exchange;
- Maintain and develop relationships based on mutual respect and trust with all communities present in the region through regular outreach visits to refugee camps and host communities;

- Assist the Country Director in the selection of Project Volunteers (cf. call for proposals on our website) and assist in the successful implementation of the selected projects;
- Plan and help to implement new projects for the improvement of education and livelihood opportunities of Syrian refugees and affected Lebanese at the R&R Peace Centre and other locations;
- Support the drafting of grant applications for specific projects along R&R Lebanon's programme lines in the fields of peacebuilding, education, psychosocial support or emergency aid;
- Support the drafting and consolidation of reports that track the wide variety of information required for various internal and external stakeholders including relief and education statistics;
- Support the implementation of R&R Lebanon's communication strategy by producing updates from the R&R Peace Centre to our volunteer blog and social media sites;
- Support the professional and effective representation of R&R Lebanon vis-à-vis national authorities and other international organisations by attending inter-NGO coordination meetings or others;
- Contribute to the creation of a positive image and overall credibility of R&R Lebanon, notably through the application of R&R Lebanon's mandate, ethics, and values;
- Perform other such functions as may be assigned by the Designated Manager.

### **Qualifications**

- Fluency in English, proficiency in Arabic;
- Bachelor level higher education in a relevant field such as international development, business administration, political science, law, or other social sciences;
- Experience in project cycle management and the drafting of grant applications;
- Experience working with adolescents and children, especially in the Arab world, desirable;
- Strong interpersonal skills; comfortable navigating multi-cultural environments;
- Ability to work as part of a team as well as under own initiative;
- Ability to work well under pressure and meet tight deadlines;
- Ability to obtain a visa for a volunteer stay in Lebanon;
- International driving licence an asset.

### **Conditions**

- Fixed-term volunteer agreement for 3 months, renewable for a second term of 3 months;
- Basic accommodation and food catering at the R&R Peace Centre (shared rooms);
- 40 hours of volunteer service time per week (regularly from Monday to Friday);
- Some hours outside office hours may be required for certain activities. Compensatory time off will be offered in exchange for additional hours worked;
- Two weeks of rest & relaxation after 3 months of volunteer service;
- Transportation to all programme-related places in Lebanon.

### **Submission of applications**

Please download the application form at [www.reliefandreconciliation.org/volunteer](http://www.reliefandreconciliation.org/volunteer) and send the completed form to the indicated email address, together with a short CV (resume).

## **R&R Lebanon**

### **Vacancy**

#### **Volunteer Communications Assistant**

**Starting dates:** 1 October, 1 January, 1 April or 1 July

**Location:** R&R Peace Centre in Bkarzla, Akkar Region, Lebanon

**Duration:** 3 months (renewable)

#### **Mission Statement**

“Relief & Reconciliation Lebanon” (R&R Lebanon) is a Lebanese NGO that is part of the network “Relief & Reconciliation International AISBL”, based in Brussels (Belgium). Its objective is to combine peacebuilding with practical help in response to the Syrian crisis. We are uniting moral authorities of different confessions and groups around a common cause: the future of the youth. Under the auspices of a local Steering Committee, we have established a first Peace Centre in Akkar: a house that serves as a safe place for young people from all confessions and groups, Syrians and Lebanese, where international and local staff help to develop skills and to treat the war trauma of the youth, also providing material aid where needed. R&R Lebanon has no affiliation to any government, party or confession; it is born out of the spirit of Christian-Muslim friendship, open for all. At the R&R Peace Centre, we put special emphasis on the concept of spiritual solidarity.

#### **Position profile**

Along with our Lebanese educational staff and other international volunteers, one **Volunteer Communications Assistant** will be an essential link between the R&R Peace Centre and the outside world, working both with Syrian refugees and Lebanese host communities and assisting the management staff with the implementation of R&R International’s communication strategy.

International volunteers will be accommodated at the R&R Peace Centre in Akkar. They are supposed to be the heart and soul of the Peace Centre, implementing R&R Lebanon’s overarching vision to build bridges of understanding between different communities, to raise awareness for the Syrian refugee crisis and to yield international solidarity. The development of new activities, such as vocational training modules, spiritual solidarity events or youth clubs, will hence be complemented by administrative tasks, regular outreach visits and communication with the outside world.

#### **Primary Duties and Responsibilities**

- Support the field staff of R&R Lebanon in the implementation of R&R Lebanon’s vision and mandate in the Akkar region of Lebanon, both related to Syrian refugees and Lebanese host communities;
- Maintain and develop the R&R Peace Centre as an open house to the youth of all communities present in the region and as a place of spiritual hospitality and exchange;
- Maintain and develop relationships based on mutual respect and trust with all communities present in the region through regular outreach visits to refugee camps and host communities;
- Support R&R International’s global communications objectives and strategies through development of complementary country specific and local community materials and activities. Work plans should anticipate the inclusion of work on global priorities and campaigns.
- Assist in the development and design of a variety of media materials in multiple appropriate formats, such as press releases, blogs, feature stories, info graphics, booklets, leaflets, etc.

- Assist in the management of R&R International's social media platforms, focussing on Facebook, Twitter, Instagram and YouTube, producing and updating contents in liaison with R&R staff.
- Assist in the organisation of conferences/meetings/workshops with academic institutions, media or other partners, including field visits, report launches and press conferences.
- Support the drafting and consolidation of reports that track the wide variety of information required for various internal and external stakeholders including relief and education statistics;
- Support the team at the R&R Peace Centre in the implementation of educational, psychosocial, peacebuilding or other activities for the benefit of Syrian refugees and affected Lebanese;
- Support the professional and effective representation of R&R Lebanon vis-à-vis national authorities and other international organisations by attending inter-NGO coordination meetings or others;
- Contribute to the creation of a positive image and overall credibility of R&R Lebanon, notably through the application of R&R Lebanon's mandate, ethics, and values;
- Perform other such functions as may be assigned by the Designated Manager.

### **Qualifications**

- Fluency in spoken/written English; Arabic and/or French is an asset;
- Bachelor level higher education in a relevant field such as communication, journalism, public relations, graphic/web design, film/photography, political science or other social sciences;
- Experience in communications, journalism, creative writing, graphic and/or web design;
- Experience working with adolescents and children, especially in the Arab world, desirable;
- Strong interpersonal skills; comfortable navigating multi-cultural environments;
- Proficiently use word processing, presentation and publication software;
- Strong skills in writing, photography, graphic design and possibly film editing and web design;
- Ability to work as part of a team as well as under own initiative;
- Ability to work well under pressure and meet tight deadlines;
- Ability to obtain a visa for a volunteer stay in Lebanon;
- International driving licence an asset.

### **Conditions**

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