



**SEEDS** - Sjálfbóðaliðar umhverfis landið

Grettisgata 3a

101 Reykjavík

IS – Iceland

[www.seeds.is](http://www.seeds.is)

[seeds@seeds.is](mailto:seeds@seeds.is)

Phone: +354-7713300

## **SEEDS Iceland Internship and long-term volunteering opportunities**

We are looking for new interns and long-term volunteers to join our team. We need to fill the following positions:

1. Accommodation Manager (2x)
2. Logistics Coordinator (2x)
3. Marketing intern with DoHop in Reykjavík, Iceland (3 - 4x)

Please find detailed job descriptions below.

Application will be in the form of:

- Curriculum vitae (CV)
- Motivation letter (ML) - Specific for the project(s) you want to apply for
- Completed questionnaire (Q)  
<http://www.seeds.is/files/2014/seeds-interns-ltv-candidates-questionnaire.doc>

Applications should be submitted by **15<sup>th</sup> February 2014**. Selection will be made on **22<sup>nd</sup> February 2014**.

Applications will only be considered if the 3 documents are received fully completed. Please state clearly which project(s) you are applying for and availability of time.

Please find the starting dates for the different positions below.

Stays are for minimum of 6 or 9 months; longer stays are preferred.

- **Accommodation Manager - From April 1<sup>st</sup> – Minimum 6 months**
- **Logistics Coordinator - From May 1<sup>st</sup> – Minimum 6 months**
- **Marketing intern at DoHop - From April/May - Minimum 9 months**

Please send your applications via e-mail to [projects@seeds.is](mailto:projects@seeds.is)



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## General Information for SEEDS projects\*

*\* Please see special requirements for Marketing Intern for DoHop below.*

General applicant requirements:

- Good English (Icelandic is not needed)
- Availability for at least 6 months from the specific starting dates of the project (longer stays are preferred)
- A flexible attitude towards work and working hours
- Being able to work under stress
- Ability to adapt to a diverse type of tasks
- Good computer skills (Word, Gmail, Excel, etc.)
- Good communication and interpersonal skills
- Good organizational skills
- Proven interest in volunteering
- Ability to work independently and in a team
- Ability to manage your own workload

What we offer:

- Food and accommodation
- Pocket money of 70 Euro/month.
- Daytrips and excursions free of charge.
- Free time to travel and opportunities to enjoy your stay in Iceland.
- A varied, fulfilling job, although you'll have to work under stress from time to time.
- The possibility of participating, or leading, one or more camps.
- Nice colleagues, a great atmosphere and a lot of support in your job.
- The opportunity to be involved with SEEDS and to learn how an NGO works.
- Being part of the SEEDS family!

What we do not offer:

- SEEDS does not cover your travel costs from home to Reykjavik/Iceland & back.
- SEEDS is not an alternative travel agency, our projects are not cheap holidays. We expect a high level of motivation from every participant, cooperation, flexibility and open-mindedness!
- SEEDS does not provide insurance coverage. You must obtain health and accident insurance for the whole duration of your stay in Iceland. European Health Insurance Card (EHIC) holders can access state-provided healthcare in Iceland at a reduced cost. Every volunteer from an EEA country should have a valid EHIC, and carry it with them when coming to Iceland.



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## Job Descriptions

### 1. Accommodation Manager

SEEDS makes one of the SEEDS accommodations available for our volunteers to book their stay before and/or after their participation in a workcamp with us.

The Accommodation Manager will live in the house where volunteers can book a sleeping bag accommodation and will be responsible for keeping things in order.

Main tasks:

- Care-taking and maintaining the SEEDS volunteers accommodations (approx. 4 hours a day).
- Keeping SEEDS houses clean and in good condition
- Following up on SEEDS house maintenance and up-keeping
- Welcoming new volunteers at SEEDS accommodation
- Picking up / fetching volunteers in the city
- Co-organizing excursions and day-trips for our volunteers
- Collecting the shopping lists from the projects and doing the shopping
- Helping SEEDS office with various office tasks like processing phone bills for our volunteers, managing pictures on our website, send information e-mails etc.

Additional tasks:

- Representing SEEDS when interacting with volunteers and local contacts
- Making participation certificates and donation receipts for the volunteers

We are particularly looking for people with:

- Experience in the tourism sector
- Ideas to make the SEEDS accommodation successful
- General knowledge of house maintenance is an asset

What we offer:

- Accommodation in shared rooms.
- A varied, fulfilling job, although you'll have to work under stress from time to time.
- Nice colleagues and great atmosphere.
- The opportunity to be involved with SEEDS and to learn how an NGO works.
- Being part of the SEEDS family!



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## 2. Logistics Coordinator

SEEDS is looking for a friendly and motivated Logistics Coordinator to organize and fulfil the logistics at SEEDS, including a driving schedule concerning the transport of volunteer groups to and from our workcamps, procurement of materials, tools and supplies for the projects, accommodation facilities and offices.

Further, the coordinator will help out at our office in Reykjavík as well as at our workcamps. The work will mainly contain supporting our logistics.

Main tasks:

- Organizing the driving schedule together with the office staff
- Driving our volunteer groups to projects across the country - a clean DRIVING LICENSE is therefore essential!
- Driving and co-organizing excursions, day-trips or visits for our volunteers
- Collecting the shopping lists from the projects and doing the shopping
- Transporting materials & supplies between projects & SEEDS bases
- Keeping SEEDS cars clean and in good condition
- Following up on SEEDS cars maintenance and up-keeping
- Distributing publicity and marketing materials for SEEDS while travelling
- Representing SEEDS when being with volunteers and/or local contacts
- Helping in the maintenance and cleaning of the SEEDS accommodations and the office

Additional tasks:

- Supporting maintenance & renovation work in the SEEDS accommodations and the office
- Office work and communication between projects, as time allows
- As the summer progresses, your role will change and you will be asked to do other administrative work such as processing donation receipts and participation certificates sent out to all short term volunteers

We are particularly looking for people with:

- Very good grasp of English, either native speaker or degree level
- A clean and valid driving license
- Experience in driving
- Experience in driving a minivan in particular
- A clean and valid driving license for vehicles with more than 9 seats, if possible



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### 3. Marketing Intern with DoHop

Please note that this is a project outside of SEEDS and is an intern opportunity at a young and growing company in Iceland, DoHop – [www.dohop.is](http://www.dohop.is)

Here is the general and specific information with requirements for this position.

General applicant requirements:

- Good English (Icelandic is not needed)
- Availability for 9 to 12 months, starting from April/May 2014
- University degree in marketing, marketing studies or good experience in the field
- Technical knowledge is an asset
- Good communication and interpersonal skills
- Ability to work independently and in a team
- Ability to manage your own workload
- Creativity

Main tasks:

- Marketing of the flight search of DoHop website
- PR and press releases
- Writing and translating press releases and other material
- Social Media marketing, blog writing and communication with bloggers
- Writing of marketing material, forum communication
- Other projects that may come along the way

What we offer:

- Food and shared accommodation. Co-living with volunteers and interns from all over the world in Reykjavík
- Pocket money of 23.000 kr./month (approx. 145 Euro/month)
- A varied, fulfilling job, eight hours a day
- Free time to travel and opportunities to enjoy your stay in Iceland.
- The possibility of experiencing and learning new skills.
- Nice colleagues, a great working atmosphere and a lot of support in your job.