



# PR and marketing assistant in INEX-SDA



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# About INEX-SDA

INEX – Association of Voluntary Activities is a non-governmental not-for-profit organisation founded in 1991 to carry out and support international voluntary work and intercultural education.

We arrange voluntary placements abroad for Czech volunteers and organise voluntary projects in our country for incoming foreign volunteers. Annually we send around 300 volunteers abroad for short-term or long-term projects and welcome around 30 volunteers to the Czech Republic.



INEX-SDA is a member of the Alliance of European Voluntary Service Organisations and a partner of Service Civil International (SCI) and the Co-ordinating Committee of International Voluntary Service (CCIVS).

# The mission of INEX-SDA

- 1. Encourage the development of a respectful and open society;**
- 2. promote an active and responsible approach to the world around us both locally and globally.**

Our tools are international voluntary projects, educational programs, and campaigns.

We create space in which especially (but not only) young people can gain new experiences, expand their skills, and develop their views of the complexity of the world around them. In various regions of the Czech Republic, we organize voluntary projects and programs of social integration, environmental education, and countryside development.

We are focusing not only on sending volunteers abroad and coordinating voluntary projects in the Czech Republic but also on intercultural education projects and campaigns.

# Principles INEX-SDA

**We are promoting:**



**Volunteering and one's own initiative**

**Direct experience and critical thinking**

**Understanding and respect for diversity**


**Responsibility and sustainable development**

# ESC positions in INEX-SDA

Generally, ESC volunteers support activities of our organisation and contribute to the fulfillment of our mission. In 2026 we would like to host three volunteers in three different positions.

One of the volunteers will be supporting our volunteering projects, another one will be supporting educational projects and the third one will be supporting PR and marketing. All positions are open for one year.

As our ESC volunteer, you will become a member of our team and will be invited to our regular informal gatherings (such as brunch, bowling, hikes, etc.). You will be based in Prague, however, some tasks will allow you to travel to other places in the Czech Republic as well.



As our ESC volunteer you can also participate in trainings and seminars organized by INEX-SDA - this way you can develop your communication and presentation skills, learn about volunteering in the Global South and develop skills related to the group-leading of international volunteers.

# PR and marketing assistant in INEX-SDA

**Dates:** 7.1.2026 - 6.1.2027

## DESCRIPTION:

Main activities of INEX-SDA are centered around international volunteering and intercultural education. INEX-SDA organizes international voluntary projects (workcamps) across the Czech Republic where a group of local and foreign volunteers support ecological, social, cultural-historical and community projects. By organizing workcamps, educational programs and campaigns we contribute to the development of a tolerant and open society and encourage an active and responsible approach to the world around us.



“We contribute to the development of a tolerant and open society and encourage an active and responsible approach to the world around us.”

# YOUR TASKS:

The volunteer will join our PR and marketing section and will assist with the promotion of all activities which are organized by INEX-SDA (e.g. workcamps, trainings, projects, etc.) The anticipated tasks: Social media support (primarily for Meta - IG and FB), creation of reels and videos (in CupCut or/and Canva), creating graphic materials, copywriting, photography, promotion of INEX activities (czech workcamps and campleading) to expat community, support with organization of events and web administration. There will be a chance to lead a workcamp in Czechia.

# REQUIREMENTS:

Our project is open to anyone with an interest in our activities, projects, marketing and a strong motivation to become an active member of our team. We welcome open-minded, creative and flexible people with a willingness to learn and invest their energy and ideas into common goals. Communication skills, attention to detail, and very good English are must-have requirements. The volunteer needs to be able to work independently as well as in a team and if he\*she does not have experience with graphics, photography or video, they must be willing to learn.



**Deadline to apply: 5.12.2025 - till 12:00 CET**



# Common information about the ESC project

## Accommodation



Volunteer will live in their own room in a shared and fully equipped flat in Prague. The accommodation will be located around 35 minutes far from the office by public transport.



## Food

Volunteers get food allowance monthly to their bank account in CZK. It will be 7,5 EUR per day.

## Insurance



Volunteers are provided with Henner insurance, which is within ESC project for free for them. You should bring your EHIC card with you. In case your national insurance requires any payments, while you are abroad, it cannot be covered by INEX.

## Pocket money



Volunteers get pocket money monthly to their bank account in CZK. It will be 7 EUR/day.



# Common information about the ESC project

## Working hours



We expect volunteers to work 7 hours/day (35 hours a week) - out of that 7 hours monthly can be dedicated to Czech language learning. Volunteers have two days a week off. Volunteers also have additional 2 days off/month.

## Visa



If you will need a visa, it can be reimbursed. You have to consult it with us first and keep the receipts/invoices and proofs of payment.

## Language course



There is an online Czech course available on EU academy for free. If you already have some knowledge of the Czech language, we can discuss an option to find additional language course.



## Public transport

Volunteers will get public transportation card/app, which is valid for one year in Prague.

# Common information about the ESC project

## **Mentor**



Each volunteer will have their own mentor – usually former ESC volunteer, which might help them to learn more about Czechia.

## **Supporting organisation**



Each volunteer has to have their supporting organisation. We can send you contacts to our partners.

## **Support for volunteers with special needs**



Our projects are generally open to everyone. However, if you have any special needs or condition, please let us know in advance, so we can think about ways, how we can support you throughout the project.

## **On-arrival and Mid-term training**




Volunteers will join On-arrival and Mid-term training organised by the Czech National Agency called Dům zahraniční spolupráce.

# TRAVEL REIMBURSEMENT

Volunteers have the travel to a project and back home reimbursed, provided they fulfill all conditions. The maximum limit is based on one way distance from their home to INEX.

The distance is calculated by the official distance calculator:



Distance:	Limit of the travel reimbursement: (green travel)	Limit of the travel reimbursement:
10-99 km	56 €	28 €
100-499 km	285€	211 €
500-1999 km	417€	309 €
2000-2999 km	535 €	395 €

Volunteer **must keep** and provide all travel documents: tickets, invoices, receipts, boarding passes. It is not possible to reimburse first-class tickets, Uber, taxi, or similar services.



## FAQ FOR ESC VOLUNTEERING



# Read about our volunteers' experiences

**1 year volunteering in  
PR in INEX**

**CLICK HERE**

**Experience as  
a campleader:**

**CLICK HERE**

**1 year as an  
ESC volunteer :**

**CLICK HERE**

**Pioneer ESC  
volunteer:**

**CLICK HERE**

**Review of ESC  
volunteering at INEX:**

**CLICK HERE**

# HOW TO APPLY:

**Please apply through European Youth Portal:**



**Application**

**Then we will contact selected candidates and invite them for an online interview.**

**See you in Prague!**

