

Manager (m/f/d) Volunteer Coordination, Partnerships and Consultation

Since 2013, amiga-Career Center for Internationals has been supporting international professionals, students, and graduates in their career entry in Munich. The goal is to promote the networking of international talents and enhance their employability, working collaboratively with partners in the education, employment, and business sectors. amiga is supported by the Munich Employment and Qualification Program (MBQ) of the City of Munich. The project is managed by Münchner Arbeit gGmbH.

The amiga team possesses extensive expertise, and a respectful and appreciative collaboration is an essential part of the team culture. In many languages, "amiga" means "friend" – similarly, we see ourselves as a friendly companion, advising international seekers on their career path. Last year, we had the privilege of accompanying 900 participants from 56 countries in over 140 consultations, seminars, and workshops. The amiga community continues to grow, with 2,300+ newsletter readers, 1,600+ followers on Facebook and over 15,000 visitors to our website annually.

For the position Project Manager (m/f/d) Volunteer Coordination, Partnerships and Consultation (30 hours per week; immediate start until 31st December 2026) we are seeking a dynamic and dedicated individual to join our team.

We would like to get to know you if:

- you want to contribute to our mission to guide international talents in their career journeys in Munich
- you are a relationship builder and motivator, who excels in building positive and meaningful relationships with internationals, volunteers and collaborative partners
- you bring empathy, high customer orientation and service mentality
- you value multicultural and multilingual environment
- you are a team player, who likes to tackle a wide range of tasks and can quickly familiarize yourself with a variety of topics

Your tasks:

Volunteer Coordination (50%):

- establish and maintain a schedule to ensure coverage for various activities and events (e.g. the Mentoring Program) based on the volunteers skills, interests, and availability
- plan and coordinate volunteer-related events
- implement strategies for recruitment; conduct orientation and training
- design, organization, and facilitation of networking meetings with volunteers

Consultation:

- provide personalized career guidance (online and/or onsite) to international professionals, students, and graduates, who already moved to Munich
- assist in developing effective job search strategies tailored to the local job market
- guidance on crafting resumes and cover letters
- coaching on interview techniques and preparation

Other:

- collaborate with universities and study-related institutions to raise awareness of amiga services and reach potential participants
- represent the project at internal and external events (seminars, workshops, etc.)
- project monitoring and reporting

Your qualifications:

- relevant experience in volunteer coordination and/or partnership development
- experience in providing support, counseling, and guidance to international individuals, ideally focusing on job market integration
- ability to communicate appreciatively and in a target-group-oriented manner in personal consultations and with volunteers and cooperation partners
- completed degree (Bachelor at least) in ideally Social Work, Social Sciences, (Intercultural) Communication or related area
- very good IT, PM and CRM skills (Salesforce experience is a plus)
- Fluency in English; German skills highly desirable; additional languages are a plus
- Independent problem-solving with a proactive, can-do attitude
- An open-minded and appreciative attitude towards other cultures

What we offer:

- Dynamic environment with short decision-making processes and flat hierarchies
- Flexible working hours and home office (incl. laptop)
- An international, open and collegial team
- Room for personal initiative and new ideas
- Payment according to pay group 11 TVöD VKA (Collective Agreement for Public Service) with Munich or metropolitan as well as commuting allowance (Deutschlandticket) and annual bonus
- 30 days of vacation for a 5-day week

Please send your application documents (incl. CV and letter of motivation) by email by 26th January 2024 to Martina Dafinger bewerbung@amiga-muenchen.de
Interviews are expected to take place from calendar week 5 onward
Queries regarding the job advertisement: 089 318809-417

For more information about amiga – Career Center for Internationals and Münchner Arbeit gGmbH go to www.amiga-muenchen.de/en or www.muenchner-arbeit.de

Equal opportunity and diversity competence are explicitly expected and actively promoted by Münchner Arbeit gGmbH. Therefore, we welcome all applicants (m/f/d), regardless of gender, ethnic, cultural, and social background, skin color, age, religion, worldview, disability, as well as sexual and gender identity. In case of equal qualifications, people with severe disabilities will be given preference, taking into account all circumstances of the individual case.