

Program Manager – Full-time (30 to 40 hours per week)

We are looking for a Program Manager to develop and administer a variety of essential programs which align with Plant-a-Talent's mission. The Program Manager will be responsible for working closely with our team and management to ensure programs are well run and attended. He/She will ensure that project and program milestones are met within the approved guidelines and budgets.

Job Description

- Responsible for internal program tracking and reporting.
- Responsible for updating and creating program material.
- Build and maintain relationships with partner initiatives/organizations.
- Work closely with our team to develop and implement workshops, events and programs within candidate relations, job placement and upskilling.
- Organize program and team schedules.
- Ensure programs / events are publicized.
- Assist in the completion of grant applications and/or proposals.

Your Profile

- Must be self-motivated and ready to take her/his own initiative and be team orientated.
- Results oriented and able to meet deadlines.
- 2-5 years of relevant work experience.
- People orientated – must be sensitive to cultural differences and able to remain professional and pleasant during difficult/stressful situations
- English (B2 or better) and German (C1 or native speaker) language proficiency. Additional languages such as Arabic, & Farsi are a plus, but are not necessary
- Microsoft Office (Word, Powerpoint, Excel), Salesforce knowledge is a plus but not necessary

Plant-a-Talent[🌿]

*Integration and Growth
through Employment*

Your Opportunities / What we offer

- An insight into the social world working with refugees
- Responsible work environment with short decision-making timelines and open communication
- Flexible working hours as well as opportunities for further advancement

For interested applicants please send your CV with cover letter, earliest start date, and salary expectations to Dinese Hannewald at dgh@plant-a-talent.org

About Plant a Talent

Plant-a-Talent is a non-profit company that facilitates access to the job market for asylum seekers as well as establishing links with companies that engage in corporate social responsibility (CSR) activities. We find suitable employers for asylum seekers and accompany our job candidates during the entire application process. We run integration and inter-cultural classes, CV workshops, computer learning and coding programs and have an exceptional mentoring program that supports our candidates before and after their employment. Plant-a-Talent provides companies of all sizes with access to talented, competent and highly motivated job candidates.