

Program Manager – Part-time (10 to 20 hours per week)

We are looking for a Program Manager to administer two programs at Plant-a-Talent and to eventually develop additional training workshops for our candidates. 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 existing program material and creating content for new workshops.
- Build and maintain relationships with partner initiatives/organizations.
- Organize program and team schedules.
- Ensure programs / events are publicized.
- Support team with new candidate registrations (CV-Workshop)

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.
- 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 software 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. This position could grow into a full-time position (30 hours a week or more).

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 presently run CV Registration Workshops, a Basic Computer Literacy course and a Programming/Coding class. We also offer corporate and private mentoring programs that support our candidates before and after their employment. We plan to re-start our inter-cultural and integration workshops this spring. Plant-a-Talent provides companies of all sizes with access to talented, competent and highly motivated job candidates.