

Project Coordinator at Business Lab by SINGA **(d/f/m, 70% = 28 hours/week)**

The Business Lab by SINGA is Berlin's most inclusive incubator, with the mission to support newcomer – migrant and refugee – entrepreneurs turn their business ideas into reality and bring the best of business design and innovation to newcomers.

SINGA means „connection“ and that is the core of what we do! By creating programs that enable a mutual exchange of ideas, experiences and knowledge amongst equals we aim to redefine the current language and practice of integration. We strive for an inclusive society that embraces diversity and for an innovative economy that allows everyone, regardless of their background, to realize their professional and social potential.

That's why at the Business Lab we...

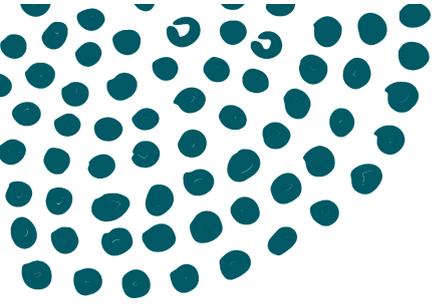
- collaborate with Berlin's dynamic startup scene and a network of great freelancers with diverse backgrounds to create meaningful experiences for everyone involved
- match newcomer entrepreneurs with mentors from the local startups
- merging online and offline formats to create an exciting new offer for a post-pandemic world
- exchanging best practices with Business Labs from around Europe and beyond
- organizing the yearly Berlin Newcomer Startup Award, one of the biggest of its kind in Europe

We are looking for an ambitious, impact-driven Project Coordinator to join our current Program Director to execute our Business Lab program, co-create new ideas and help us reach even larger impact goals.

What are your responsibilities?

As our new Project Coordinator you will be...

- leading the operational implementation of the Business Lab program in Berlin (e.g. organizing workshops, pitch events, award shows)
- supporting in outreach and acquisition of Business Lab participants
- communicating with the entrepreneurs before, during and after their participation in the program (acquisition / advice / evaluation)



- supporting the Program Director in strategic development and co-creation of the program – or new projects
- supporting the monitoring and evaluation of our impact
- contributing your expertise, passion and creativity to unlock potential that we haven't even thought of yet

What should your profile be?

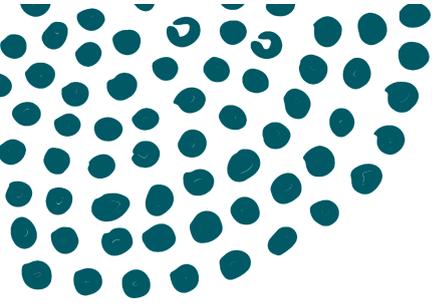
You might be the one we're looking for, if you...

- have at least two years of experience in a related field or project (e.g. project / event / community management)
- have an entrepreneurial mindset and are keen on innovation
- are enthusiastic to experiment with new formats and tools of workshop facilitation – from design thinking to mindfulness interventions
- have an optimistic attitude and are willing to learn new skills or try new ideas
- value feedback and are open to reflect upon your own biases and unconscious labelling
- value the whole person, not just a label: You see potential in everyone and have an uncompromising dedication to treating everyone with respect!
- have personal migration experience, e.g. through immigration to Germany or long-term stays abroad
- have an excellent command of English – a good command of a relevant language, esp. Arabic, Dari or Farsi, is a major asset, a good command of German can be an advantage as well

What do we offer?

We know that we at SINGA are applying to you as much as you are applying to us. So, this is our end of bargain:

- You will get the chance to work hands-on with newcomer entrepreneurs and see the direct impact of your work while collaborating with the best of Berlin's startup scene.
- You will build up skills in innovation, service design, business advisory, and more, collaborating with and learning from our internal and external experts
- You will broaden your entrepreneurial network in Berlin, Europe and beyond.
- You will be part of a team that is impact driven and ambitious while at the same time mindful of a healthy work environment that also accommodates your personal life situation. We constantly strive to improve our internal processes.
- You will have a desk in our offices in the heart of Kreuzberg while also having the option to work from anywhere.



This position is initially a fixed-term contract until 31 December 2022 with the possibility to renew the contract.

We want to fill the position as soon as possible: We will interview candidates as soon as a promising application is received, so don't be shy and apply now!

We have made it our mission to reflect exclusion mechanisms and we work to even better reflect the diversity in our society in the SINGA team. We therefore especially invite applications from people with refugee and / or migration background, Black people and People of Color, LGBTIQ+ people, people with special needs and those who are underrepresented in the labor market due to discrimination.

Interested?

If you think the position is a good fit for you and you are a good fit for us, we look forward to receiving your application with a letter of motivation or video and resume with information on your earliest possible starting date to Clarissa Khan (clarissa@singa-deutschland.de). Feel free to contact Clarissa if you have any questions about the application process or the position.

www.singa-deutschland.de

www.singabusinesslab.de

www.newcomeraward.de