

Project Manager / Coordinator (f/m/d) Berlin Newcomer Startup Award

70-80% = 28-32 hours/week

15.08.-31.11.22

temporary employment or freelance contract

SINGA Berlin builds impactful, ground-breaking and sustainable solutions for inclusive societies and innovative economies. In the awareness that migration is experienced differently, we foster inclusive environments in which participation, appreciation and empathy contribute to everyone experiencing belonging and agency.

The businesslab by SINGA is one of Berlin's most inclusive entrepreneurship programs, 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. Since 2018 the Berlin Newcomer Startup Award has become an important part of our program.

With the Berlin Newcomer Startup Award we...

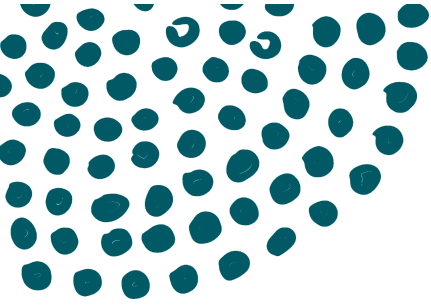
- organize one of the biggest yearly competitions and awards for (future) newcomer entrepreneurs in Europe
- create visibility and celebrate the great talents & business ideas of newcomers in Berlin – with you!
- supports (future) entrepreneurs to kickstart their ideas
- merge online and offline formats to create opportunities for communities to connect!

We are looking for an impact-driven Project Manager / Coordinator to join our current Program Director to execute this year's edition of the Berlin Newcomer Startup Award.

What are your responsibilities?

As Project Manager / Coordinator for the BNSA you will be...

- leading the execution of the BNSA22 program: from coordinating the outreach and application phase to organizing and implementing expert days, the online networking event and our final offline award show.



- communication with and coordination of all involved parties: our event agency, the jury, coaches & experts – and the (future) entrepreneurs who apply!
- supporting the Program Director in accounting and processing of the project budget
- contributing your expertise, passion and creativity to unlock potential that we haven't even thought of yet!

What should your profile be?

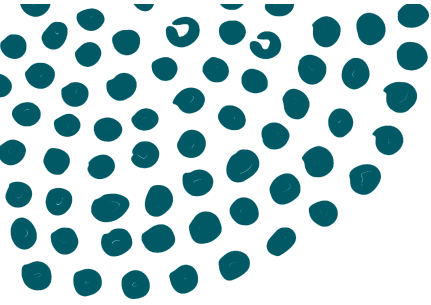
You might be the one we're looking for, if you...

- have at least two years of experience in a related field or project e.g. project / event / community management (This could also be your first step into the impact scene if you've always wanted to try this direction.)
- have an entrepreneurial mindset and are keen on innovation
- like to work independently, but you also enjoy working in a team
- have an eye for the big picture and attention to detail
- have an optimistic attitude and are willing to experiment, learn new skills or try new ideas
- value feedback and are open to reflect upon your own biases and unconscious labeling
- 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 and a good command of German (a good command of another relevant language, esp. Arabic, Dari or Farsi can be an advantage)

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 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 get the chance to work hands-on with newcomer entrepreneurs and see the direct impact of your work!
- You will broaden your entrepreneurial network in Berlin and beyond.
- You will have a desk in our offices in the heart of Kreuzberg while also having the option to work from anywhere.



The position is initially a fixed-term contract until 31 November 2022 and subject to confirmation of funding. A renewal of the contract from December 2022 will be sought if possible.

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