

Wanted: A part time Project and Management Assistant (20 hours/week)

The German non-profit organization [Corridors - Dialogue through Cooperation](https://www.opencorridors.de), is looking for a new team member from **01.12.2022**. The part-time Project and Management Assistant supports ongoing international projects in the field of civil society conflict transformation, dialogue promotion and peacebuilding in the South Caucasus, Eastern Europe and Germany. The selected person will also be responsible for knowledge management, outreach and alumni management of the organization. Moreover, the position offers extensive opportunities to develop own initiatives and project ideas independently and to receive professional and conceptual support. Significant parts of the work can be done remotely with regular meetings and attendance of offline activities. It is therefore relevant for young as well as for more experienced professionals from the South Caucasus, Germany and beyond.

About the organization:

Corridors promotes dialogue and cooperation between societies from Eastern Europe, the Caucasus, and the European Union. Together with local partners, we develop joint learning and capacity-building opportunities in the field of formal and informal peace education. A particular focus and key competence of *Corridors* is the promotion of cross-regional dialogue and cooperation in protracted conflicts. In addition, *Corridors* consults international organizations and German governmental and non-governmental actors on the design and implementation of peacebuilding and dialogue measures.

Areas of responsibility:

- Administrative support to the management team
- Logistical and partly content-related preparation of workshops, summer schools and seminars
- Shaping the knowledge management and digital outreach activities of the organization
- Managing our growing alumni process
- Expanding existing networks and building new ones through participation in international conferences and workshops
- Preparation of follow-up applications and development of own project ideas

Requirements:

- Strong motivation to work in the peacebuilding sector and pro-active work attitude
- Experience in project management and application writing in the non-profit sector
- Affinity for public relations and high media competence
- Experience in the planning and implementation of events like workshops and trainings
- Detailed knowledge of the regional context in the South Caucasus and Eastern Europe
- Ability to work independently and in a small team with intercultural competence and conflict sensitivity
- Very good language skills in English, good language skills in German and in local languages are an asset



CORRIDORS
DIALOGUE THROUGH COOPERATION

We offer:

- The opportunity to work in an interesting and meaningful international context
- A versatile job with room for setting your own priorities
- Flexible working hours, flat hierarchies, and fair compensation according to qualification
- Support in career development and human centered team approach

The position is advertised as a part-time position with 20 hours/week and for a duration of one year. A long-term cooperation and gradual increase of the position is explicitly sought. To strengthen the diversity of our team, we especially encourage female or diverse candidates to apply.

We look forward to receiving your application (CV, motivation letter, supporting documents) in PDF format, stating your salary expectation, by 13.11.2022 to relitz@opencorridors.de.