

Employment advertisement



Managerial Assistant

We are a young non-profit organisation, dedicated to supporting individuals, as well as entrepreneurial families in supporting their philanthropic commitments. Amongst other services, we achieve this through workshops, expeditions, and providing informative publications on and around many aspects of philanthropy. Individual advisory services also form part of what we offer.

In order to strengthen our current team of six, we are on the search for a full-time **managerial assistant**. This position needs filling as soon as possible.

Tasks

You would support the management with preparation and post-processing of projects, and would be involved with development and application of new topics.

As the 'Right-hand man' of the management, you would be presented with tasks that you yourself should consequentially and autonomously carry out. You would be the central relay-point and contact, inward and out – responsible for a smooth information relay amongst all project participants, as well as maintaining an overview of the state and progress of projects. Contact with our foreign and domestic partners and clients, as well as the relief of administrative and organisational tasks that would otherwise fall upon the management, would belong to your remit.

Profile

You are required to have a competent university degree, combined with advanced powers of comprehension and commitment. You enjoy social interaction, and can effectively couple assertion and persuasion. Furthermore, your communication skills must be excellent, both on paper and in conversation. Due to the international nature of our work, both English and German written and spoken abilities need to be of the highest standard. Microsoft Office ability is expected. Autonomous and careful work, as well as discretion and the ability to work within a team, are all prerequisites.

Ideally you will already have gathered experience at a similar previous job, and have an understanding of the third sector. We would heartily welcome experience of web and internet management, as well as an understanding of Web 2.0.

What we offer

Along with an employment-appropriate salary, our residence in Berlin-Mitte presents a team of enthusiastic employees, within an environment that actively encourages individuality and self-governance.

Please send your complete application portfolio – including your salary expectations and earliest possible date of commencement – to:

Forum for Active Philanthropy gGmbH

Dr. Felicitas v. Peter
Monbijouplatz 2
D-10178 Berlin

Or by email: info@activephilanthropy.org.

The application deadline is 31st of March.