ReDI School of Digital Integration is looking for YOU!

Digital Women Program Manager - NRW

**Time:** 36hrs / week

**Schedule:** Flexible working hours, availability in evenings and weekends needed

**Location:** Düsseldorf

**Contract:** Limited contract (2 years), starting in Jan 1st 2022.

**About you**

- Experience in the fields of adult education, tech and/or social integration
- Fluent in German and English
- Experience in project development and evaluation
- Experience in team leadership
- Knowledge of volunteer management and conflict resolution
- Experience in donor and partner relations management
- Good understanding of social integration sector in Düsseldorf
- Good communication skills
- Flexibility to adapt to fast-changing situations
- Experience working in multicultural contexts
- Availability to work on the weekends

**Role description**

- Program strategy & Development
- Team leadership
- Project partner communication, management and expansion
- Quality control, evaluation and reporting
- Semester planning and coordination
- Design and execution of a curriculum strategy (tracks, courses, learning objectives)
- Gathering of teaching materials
- Volunteer teachers recruitment, screening and onboarding
- Facilitation of curriculum development sessions with teachers
- Teaching team coordination and communication
- Organization of teachers’ feedback sessions
- Coordination of teachers’ trainings
- Social events with volunteer teachers
- Coordination of childcare support
- Program visibility on social media

**Role description**

- Reliable, helpful, caring and playful: those are our organisational values
- We use tech to connect human potential and opportunity with dignity and humility
- We focus on providing students with useful skills to support their accelerated integration
- Lots of heart and a fast paced opportunity driven non-profit, aiming for big, measurable impact
- Community driven and co-creative approach to societal innovation
- Social-impact driven organisation with close contacts to leaders from business, government & civil society

---

**Apply via email (hr@redi-school.org) before December 20th 2021 and tell us why you are perfect for the job! Please include your CV.**