Completed university studies in the field of management, educational science, business informatics, media informatics or proven equivalent knowledge and skills as well as relevant professional experience, OR

Completed university studies in the field of computer science or a technical or scientific discipline or proven equivalent knowledge and skills as well as relevant professional experience,

Good knowledge of German and English

Good understanding of tech industry in Hamburg

Existing network in Hamburg is highly desirable

Flexibility to adapt to fast-changing situations

Experience working in multicultural contexts

Knowledge of volunteer management and conflict resolution

Industry certifications in relevant areas, such as network management, cloud administration, Salesforce admin

Volunteer Manager & IT Support

- ReDI School Hamburg

Time: 40hrs / week
Schedule: Weekdays, flexible working hours, availability in evenings and selected weekends needed
Location: Hamburg
Contract: Limited contract (2 years), starting ASAP (ideally Jan 1st 2022)

About you

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Role description

Volunteer Management

- Recruitment, selection and onboarding of volunteers
- Supervision and coordination of volunteers
- Community building activities
- Volunteer data collection and data analysis
- Planning sessions with volunteers to improve course delivery
- Collecting feedback from volunteers to improve their experience
- Establishing a network with universities, corporate partners and institutions related to volunteering

IT Support

- Building IT infrastructure for the Hamburg location
- Procurement, inventory and secure storage of hardware
- Preparing hardware and software for participants and volunteers
- Managing accounts for storage, communication, video conferencing platforms and online tools
- IT helpdesk for the team and course participants.
- Support with the management of Salesforce

About us

- 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

Now let's start the conversation!

Apply via email (hr@redi-school.org) before December 14th 2021 and tell us why you are perfect for the job! Please include your CV.