

Community Manager:in (m/f/d)
Public Relations and Networking
(freelance, compensation 17€/hour)

Since 2013, amiga supports international graduates and students in starting their careers in Munich. Together with cooperation partners and representatives from the economy, our aim is to promote networking of international talents and to improve their employability. amiga is funded by the Munich Employment and Qualification Program (MBQ) of the City of Munich. The project sponsor is Münchner Arbeit gGmbH.

We have a great knowledge, and a respectful and cooperative attitude is important to us. amiga means "friend" in many Romance languages - in a similar way, we see ourselves as an amicable companion who provides advice on your career path and has an open ear for your questions. Last year we were able to accompany 900 participants from 56 countries in over 140 consultations, seminars and workshops. And our community keeps growing: 2,300+ newsletter readers, 1,600+ followers on Facebook and over 15,000 Website visitors every year.

Who we are looking for

We are looking for positive individuals who are friendly, enthusiastic and motivated to support international talents in Munich and connect them with amiga and our network partners.

Your tasks

- Addressing existing and acquiring new stakeholders (participants & partners)
- Establishing contact and access to specific migrant and partner groups and dissemination of information about amiga
- Participation in external networking events (online & offline)
- Support of PR campaigns (mainly on Social Media)
- Support in planning and implementation of amiga events (online & offline)
- Reporting on your own tasks in the context of team meetings

Your profile:

- Contacts to and knowledge of migrant communities / university networks / institutions and organizations in Munich
- First professional experience in Community Management, Social Media, Public Relations or similar is desirable
- Strong communication and networking skills (online & offline)
- Motivation and initiative, ability to work in a team
- Very good knowledge of MS Office programs and digital tools
- Fluent English language skills
- International background and multilingualism are welcome

What we offer:

- High-impact work environment with short decision-making processes and flat hierarchies
- Room for personal initiatives and new ideas
- Nice, international, open minded team with a mission

Interested?

We are looking forward to your full application (CV and letter of motivation) under specification of your possible starting date by September 12, 2021 via bewerbung@amiga-muenchen.de

Interviews will probably take place from calendar week 38 onwards.

Inquiries about the job advertisement: 089 318809-417.

More information about amiga: www.amiga-muenchen.de

Equality and diversity skills are actively required and promoted by Münchner Arbeit gGmbH. We therefore welcome applications from women and men, regardless of their cultural and social origin, age, religion, worldview, disability or sexual identity. Severely disabled applicants will be preferred if they are equally qualified, taking into account all the circumstances of the individual case.