

Project Manager (f/m/d) – Consultations & Partnerships

Focus: Talent Integration | Partnerships | Digitalization

(starting immediately, 24 hours/week, parental leave replacement expected until 09/2028)

Since 2013, the **amiga-Career Center for Internationals** has been supporting international professionals, students, and graduates in their career entry in Munich. Our goal is to promote the networking of international talents and sustainably enhance their employability – working closely with our partners in education, employment, and business. amiga is supported by the Munich Employment and Qualification Program (MBQ) of the Department of Labor and Economic Development and is managed by Münchner Arbeit gGmbH.

Our team possesses extensive expertise, and a respectful, appreciative team culture is an essential part of our spirit. In many languages, "amiga" means female friend – and that is exactly how we see ourselves: as companions on the career path. With over 900 participants annually from 89 countries and a growing community of over 5.000+ newsletter subscribers and 2.000 + linkedIn followers, we are a cornerstone of the international community in Munich.

We are looking for a dynamic personality to join our team immediately, strengthening our current operations and actively shaping the strategic development for the upcoming project phase (2027+).

We would love to meet you if:

- **You are a Relationship Manager at heart:** You build positive, trust-based connections with international professionals as well as with our partners.
- **You see change as an opportunity:** Our work environment is constantly evolving – you see this dynamism as an opportunity for proactive participation and shaping the future.
- **You are a "Hybrid Talent":** You love personal consulting on-site but also appreciate the efficiency of automated workflows. You are eager to actively live and help shape this modern way of project work.
- **You are a confident team player:** You enjoy working closely within a small team (on- and offline). You are proficient in using modern collaboration tools and use them proactively for transparent, seamless and cross-functional teamwork.

Your Tasks

Career Consultations (approx. 50%)

- Provide individual career consultation and coaching (online and/or on-site) for international professionals and emerging talents, predominantly with an academic background.
- You are one of the faces of amiga at the new Welcome Center Munich, acting as a primary point of contact for internationals on-site.
- You support the digital transformation of our consulting processes to enhance user experience and streamline administrative workflows.

Partnerships and Business Development (approx. 30%)

- You independently manage and maintain collaborations with institutional partners within the Munich consulting landscape.
- You contribute to strategic outreach to new partners to expand and solidify our corporate network.
- You participate in the operational delivery and strategic development of innovative employer formats.

Project Work and Organization (approx. 20%)

- You plan and execute partner events (online and offline) and coordinate external coaches.
- You handle moderation and speaking engagements (primarily in English) at internal and external seminars and workshops.
- You use Salesforce as a core tool and provide input to optimally adapt the platform to our project workflows and monitor project goals.

Your Profile

- **Mindset:** You are a personality with a genuine "Change Mindset." You enjoy working independently and maintain a clear overview in a dynamic environment.
- **Expertise:** You bring experience in Talent Acquisition, Recruitment, Employer Branding, Career Coaching or Adult Education. You understand current labor market dynamics. Familiarity in diversity & inclusion or the integration of international talent is a significant plus.
- **Communication & Presence:** You enjoy presenting and have a talent for conveying complex information to diverse audiences and inspiring them for our mission.
- **Digital fluency:** You are proficient in MS Office and actively leverage AI applications to enhance your output and stay ahead in a digital-first environment. You are eager to learn modern IT tools such as Salesforce; prior experience with CRM databases is a major asset.
- **Languages:** Business fluent in English (written and spoken) and good German skills for confident interaction at the Welcome Center and with partners.
- **Education:** University degree (Bachelor/Master) is a must, ideally in Business, Education, Social Sciences, Communications, Psychology or similar.

What we offer

- **Meaningful work with real impact:** You will work at a key interface, actively supporting the City of Munich in attracting and integrating international professionals.
- **Dynamic multi-location setting:** A modern, hybrid work routine with a mix of home office, our main office in Freimann and scheduled presence at the Munich Welcome Center.
- **Agile team spirit:** Join a high-performing 7-person team that values personal responsibility, flat hierarchies, and a proactive approach to modern tools (Salesforce, AI etc.).
- **Creative freedom over routine:** We offer you the space to contribute your own ideas and develop them strategically.
- **Compensation & Benefits:** Employment based on the TVöD VKA E11 pay scale, including an annual special payment, a company pension scheme, the Munich metropolitan allowance, and a subsidy for the Deutschlandticket.

Become part of our team!

Please send your application (including CV and cover letter) by **March 6, 2026**, to:
Martina Dafinger (Project Lead) | bewerbung@amiga-muenchen.de

Good to know:

- **Timeline:** Interviews are expected to take place starting from **calendar week 12**.
- **Expenses:** We unfortunately cannot reimburse travel expenses for job interviews.
- **Learn more:** Further information about us and Münchner Arbeit gGmbH can be found at www.amiga-muenchen.de/en and www.muenchner-arbeit.de.

Diversity & Equal Opportunity: Münchner Arbeit gGmbH explicitly expects and actively promotes competence in equality and diversity. We therefore welcome all applicants (m/f/d), regardless of gender, ethnic, cultural and social background, skin color, age, religion, world view, disability, or sexual and gender identity. In the event of equal suitability, applicants with severe disabilities will be given preference, taking into account all circumstances of the individual case.