9641 12246 Volunteer Coordinator (m/f/d) -Your tasks-  
  
· Active participation in the further development of the volunteer agency  
· Conception, implementation and further development of the consultation of  
Those interested in volunteering, volunteers and sponsors  
management and qualification of voluntary engagement consultants,  
Organization of the consultancy  
· Advice to organizations on volunteer management  
organizational development and the use of volunteers  
· Design and implementation of training courses for volunteers and for  
Employees of porters  
· Conception and implementation of exchange and  
Recognition Events  
· Development and implementation of own projects with volunteers  
  
  
  
  
\*Job ID: \*27257  
  
\*Application deadline: \*23.03.2023  
  
\*Furnishings\*  
OSKAR volunteer agency in Lichtenberg  
  
  
  
\*Location\*  
Weitlingstr. 89  
10317 Berlin  
  
  
  
\*Beginning\*  
from now on  
  
\*Your working hours:  
\* 75% of a full-time position  
  
  
  
  
-What do we offer?-  
  
· \*Vacation\*  
  
We know that our employees do valuable work - they  
show full commitment. They have 30+1 vacation days with it  
earned.  
  
· \*Safe workplace\*  
  
Are you looking for security and a reliable employer? Then you have  
found us.  
  
· \*Remuneration & Extras\*  
  
With us, you can receive remuneration that is appropriate for your tasks  
expect, as well as time premiums, functional allowances and  
employee bonuses. Company pension plans and  
Capital-forming benefits are part of the Unionhilfswerk.  
  
· \*A meaningful and meaningful activity\*  
  
You will find meaningful work with us. you back up  
Eye to eye and making a real difference in our lives  
clients.  
  
· \*Influencing and co-creation\*  
  
You work independently and responsibly in your teams. Own  
We welcome and value ideas and participation. Her  
Tasks are as varied as our customers and  
clients.  
  
· \*Further education\*  
  
We want to develop our employees and give them  
offer individual perspectives. Annual training and  
Qualifications are part of it for us.  
  
· \*Different working time models\*  
  
We know how individual our employees are. Hence we have  
different working time models that adapt to life. One  
wish-oriented service and holiday planning, taking into account the  
Clients and the facility awaits you with us.  
  
  
  
  
-You bring the following qualifications-  
  
A university or technical college degree in social sciences,  
Nonprofit Management or equivalent qualification  
· Proven knowledge of organizational development  
· An additional qualification in volunteer coordination / im  
Volunteer management or the willingness to acquire them  
· Experience in volunteer management and consulting  
· Experience or interest in team leadership  
· Good communication skills, friendliness and service orientation  
· A high degree of independence and initiative, enjoyment of the  
Taking responsibility and working in a team  
· Media affinity, confidence in dealing with social media, experience in  
working with databases  
· Experience in the organization and implementation of events  
· Experience in network work and in cooperation with  
different partners  
· Willingness to work occasionally in the evenings and on weekends  
be  
· Participation in the further development of a successfully working  
volunteer agency  
· Work in a friendly, diverse team  
professional and voluntary workers  
· An exciting workspace with great own  
creative freedom  
· Social worker / social pedagogue None 2023-03-07 16:10:18.531000