Job Announcement

MitOst Network Coordinator (m/f/x)

MitOst is a non-profit association with over 1,400 members in more than 40 countries. We support cultural exchange, active citizenship, social cohesion and sustainable urban and rural development in the European Neighbourhood and beyond. We bring together people from across cultures, countries and communities and create space for vivid dialogue and impactful action at eye level. We understand ourselves as a platform for initiating cross-border projects and programmes in cooperation with various partners.

Since its founding in 1996, the association and its network have grown considerably. In 2018, the MitOst Board initiated a restructuring process with the aim to develop and implement a governance model that is better suited for the complex challenges that we face. In the next few years, we aim to manifest and operate as a decentralised network organisation. More info at our website.

To lead and shape MitOst as a network organisation, based on the already initiated process and together with all its stakeholders, we are looking for a

Network Coordinator (full time).

Starting as soon as possible, and not later than 1 May 2021, the Network Coordinator is directing the MitOst Network organisation and heading the MitOst Network team with the main task to lead the process and practice of co-creating joint activities and (re-)defining relations between the various association stakeholders (members, staff and partners). The Network Coordinator is working closely together with and reporting to the MitOst Network Council (main governing body). Her responsibilities include:

- Shaping and leading the MitOst Network team based in Berlin
- Coordinating the transition of the association into the network organisation
- Coordinating and supporting the MitOst Network Council with the overall direction and strategic development of the Network
- Facilitating the process of co-creation of various MitOst network elements in line with our MitOst Vision 2021 and other related strategy documents.
- Ensuring the coherence of the processes and communication between all stakeholders of the network
- Oversee and run joint projects and activities that support the network commoning process
- Managing the MitOst Network budget and overseeing the operational and financial administration (incl. MitOst office in Berlin)
• Ensuring financial stability of MitOst through fundraising and development of new cooperations and activities
• Coordinating overall communications strategy of MitOst (incl. MitOst Festival)
• Representing MitOst inside and outside its Network

Requirements
• Passion for the MitOst mission, its network and approaches and understanding of the civil society/non-profit sector
• Proven experience with facilitation and design of complex processes in the field of network coordination and/or community development (also online)
• Leadership experience and competences, incl. budget and HR responsibilities
• Experience with overseeing and steering of internal and external communication strategies and processes
• Relevant fundraising experience
• Excellent teamwork, communication and social skills
• Intercultural curiosity and sensitivity as well as joy working with people
• Ability for independent working and decision-making, reliability
• Ability to travel frequently
• Very good command of English as well as proficiency in German are required, other languages relevant for MitOst network are an advantage
• Confident use of computer software
• Deep understanding of the MitOst association and its network is a must

Offer
We offer a varied range of activities with adequate compensation in a dynamic and versatile organisation. A competent, motivated team with flat hierarchies awaits you, as well as a pleasant work atmosphere and plenty of space for your own ideas. Our offer includes:

• Appropriate remuneration
• Contract duration: minimum 2-year fixed-term contract from start date, with the intention to prolong
• Probation: 6 months
• Location: the selected candidate is based or willing to move to Berlin
• Working time: flexible working schedule yet agreed core working hours.
• Capacity: full time engagement (app. 40 hours)

Application
Send your CV and motivation with an indication of the earliest possible start date and remuneration expectation by 7 March 2021 with subject “Network Coordinator” by email to stellenbewerbung[at]mitost.org (1 PDF document, file size max. 3 MB). The job interviews take place in the third week of March 2021.