



Jugend- & Kulturprojekt e.V.



WE ARE HIRING



JUGEND- &
KULTURPROJEKT E.V.

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Jugend- & Kulturprojekt e.V., Hechtstraße 17, 01097 Dresden

Job offer

Jugend- & Kulturprojekt e.V. has been working successfully in the fields of art, culture and education at European and local level for over 15 years. The aim is to implement projects that enable diversity and inclusion and promote active participation and civic engagement. The association's international team is also dedicated to coaching professionals and volunteers in youth and adult education as well as in cultural work across Europe, thereby strengthening interdisciplinary and transnational cooperation. To achieve this goal, the staff design and coordinate training courses, seminars, conferences and events in the fields of digital education, inclusion and integration, entrepreneurship and sustainability, civic participation and volunteering. They use different art forms, non-formal learning methods and intercultural exchange as approaches to develop soft skills and professional skills of the participants, to stimulate their entrepreneurial spirit and creativity, but also to enrich the cultural life of the city of Dresden and to promote diversity. Another focus is on a Europe-wide exchange of experiences and a joint examination of the history and future of Europe.

With their work, the team members of the Jugend- & Kulturprojekt e.V. want to promote and actively shape a united Europe. The association supports artists and runs an art gallery ([Full Moon Gallery](#)) and also organises music and literature evenings in the specially developed [Kultur Centrale](#).

With new projects now approved, we are currently looking for a staff member in the field of

Project Management Assistance

(w/m/d)

with a workload of 35-40 hours per week

In this position, you will organise activities and projects in close coordination with the board of the association. You will help shape the public relations work in accordance with the goals of the Jugend- & Kulturprojekt e.V. and develop your own project ideas.

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Vorstand: Stefan Kiehne & Myrto Elena Pertsinidi • Amtsgericht Dresden • VR 4437

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Specific tasks include, but are not limited to:

- assistance in the management of projects in the fields of integration, youth work and political education.
- research work in various academic fields (mainly non-formal education, social inclusion and social integration), including field work.
- preparation of academic studies and publications
- curriculum and training material development in English and subsequent translation into German
- organisation, preparation and implementation of workshops and events with different target groups
- creation of presentations for participation in local and international activities.
- updating the website and social media of the Jugend- & Kulturprojekt e.V. in English and German
- intensive cooperation with the project management team of the Jugend- & Kulturprojekt e.V. in the successful implementation of certain project management processes (preparation of reports, etc.) and in fundraising
- maintaining and developing networks with local, state and international institutions
- representing the association at conferences, seminars and projects domestically and abroad
- propagating project results through the development of digital content and the use of social media.

What we expect from you:

- a qualified university or college degree appropriate to the field of work, preferably in the fields of social work, social pedagogy, education, German studies, cultural management, political science or other social sciences
- at least 5 years of professional experience in youth, adult or political education or professional experience in a related institution
- excellent written and oral communication skills in German and English
- demonstrable public relations and networking skills
- excellent Microsoft Office skills (Word, Power Point, Excel, Access)
- interest in art, culture and international education work
- self-responsible work, openness and enjoyment of working in intercultural contexts
- exceptional attention to detail, organisational skills and flexibility in working hours
- a class 3 driving licence is an advantage
- experience in fundraising and event management is an advantage

What we offer you:

- working in a non-profit organisation that has been growing steadily since 2004 with partners in and around Dresden and all over Europe
- a motivated and professionally competent multicultural team
- interesting and challenging fields of activity
- integration into a cooperation network of different institutions in the field of art, culture and education
- international project work with travels domestically and abroad
- participation in subsidised further education events in Europe
- a salary commensurate with professional experience as well as flexible holiday planning

The place of work is mainly Dresden. Home office is partly possible!

Would you like to implement ideas in a competent and dynamic environment together with our project partners on a national and international level? Can you work in a goal-oriented and self-initiated manner and at the same time break new ground in the European scene? Then we look forward to receiving your application (letter of motivation, CV, certificates, references) with details of your salary expectations exclusively by e-mail with the subject "Project Management Assistance" to career@jkpev.de. Please send all documents in one PDF file. The size should not exceed 10 MB.

For any questions about the association, Mr. Kiehne (kiehne@jkpev.de), in his capacity as a board member, is at your disposal.

Costs incurred as part of the application process cannot be reimbursed.

For more information about our work, please visit:

www.jkpev.de

www.facebook.com/jkpev.de

www.youtube.com/c/jkpev

www.instagram.com/jugend_und_kulturprojekt

www.kultur-centrale.de

www.full-moon-gallery.de

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