

Job Opportunity: Office Administration at Refugees Emancipation e.V. (9 hours per week)



Zeppelinstraße 25, 14471 Potsdam,
info@refugeesemancipation.com

Are you looking for a meaningful job in an organization that actively works for social and political change? Do you have a talent for organization and communication, and would you like to work in a refugee-organized, multinational environment? If so, we would love to hear from you!

Who We Are

We are a political NGO committed to advocating for the rights of refugees in Germany and fostering inclusive social structures. For over 20 years, our work centers on supporting refugees through political engagement, educational and empowering projects and activism.

Your Tasks

As part of our team, you will take on essential administrative and organizational responsibilities, including:

- Managing emails and general office communication
- Organizing and maintaining finances and fundraising activities
- Coordinating appointments and schedules
- Supporting project documentation and reporting

Your Profile

We are looking for someone who is flexible with different ways of working and has a good understanding of people from diverse backgrounds. Key qualities we seek include:

- A strong ability to work in a multicultural environment and openness to different perspectives (even those unfamiliar to you), and a high interest in understanding refugee perspectives in Germany
- Organizational skills with a cooperative approach
- Motivation to learn and take on new tasks
- Experience with MS Office and general administrative work
- Previous experience in a similar project or work setting is an advantage but not a requirement
- Curiosity and flexibility
- German language knowledge

How to Apply

Please send your application and CV by 10th of March 2025 to info@refugeesemancipation.com (Contact: Immaculate Chienku). Flexible work times are possible.

We strongly encourage applications from migrants and refugees, FLINTA* persons, BIPOC, and students.