

180 Degrees Consulting Berlin is looking for a Alumni Coordinator



About 180 Degrees Consulting

180 Degrees Consulting Berlin e.V. is the Berlin branch of the [worldwide 180 Degrees Consulting network](#), the world's largest consultancy for social organizations. We train students and young professionals in human-centred design methods blended with traditional consulting tools so they can help social organizations to achieve their best possible social impact. 180 Degrees Consulting is a **volunteer-led** organization, so we all work pro-bono.

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As Alumni Coordinator you are responsible for coordinating the community and network of 180DC Berlin composed by the student consultants of past cohorts, past Executive Team members, mentors and design thinking coaches. You are the contact person for all Alumni and responsible for keeping the community engaged and active.

Responsibilities

- Maintain a database for Alumni capturing their participation in the program as well as demographic features such as age, educational background, nationality, profession.
- Understand the needs and desires of the Alumni to feel engaged with 180DC.
- Compile, write, and send a bimonthly community newsletter.
- Ideate a curriculum of activities to keep the Alumni community connected.
- Establish strong communication channels with the community.
- Manage and create content for social media channels created for the Alumni Community (Facebook Group and LinkedIn).
- You are responsible for including Alumni in all 180DC events by sending them invitations, and updating them about the activities.

Qualifications

- You have a strategic mindset in identifying possible points of collaboration with Alumni.
- You are proactive, work independently and structured.
- Good command of English as it is the official language of 180DC Berlin.
- Command of German is an advantage, but not necessary.
- Ideally, you are an Alumnus yourself.
- Creativity in ideating activities, ways to implement them and make people excited about them.
- You are a team player and understand the need to occasionally support fellow Executive Team departments to ensure a balanced workload
- You address people directly, listen to them actively, and convince them with your authentic and appreciative manner.
- You are self-confident, hands-on and motivated in your own way, you are sympathetic and courteous.

What's in it for you?

- Learn how to be a community coordinator and build a sense of belonging among people.
- Grow your personal network in the social entrepreneurship and consultancy scene.
- Boost your project management skills, learn how to build a community, and keep people engaged.
- Receive peer-feedback and take part in exclusive executive team workshops to ensure learning.
- Enjoy a “once in a lifetime”-experience of being able to experiment with new formats and ideas freely and expand your toolbox.
- Join a multi-disciplinary, international team of highly ambitious young professionals, where not only results, but also friendships and long term connections results.

Does this sound like you? Then **get in touch with us right away!**

→ [**berlin@180dc.org**](mailto:berlin@180dc.org)