



Ahoy there, we are looking for you, sailor!

Outreach Coordinator Germany (m/f/d)



Location

Due to the nature of our work, you are ideally located close to the German coast.

Northern Germany (Schleswig Holstein, Niedersachsen, Bremen, Hamburg, Mecklenburg Vorpommern)



Your tasks

Schedule a meeting with all team members in a conference space or virtual meeting space using your favorite video conferencing program. If you're working virtually, use a shared whiteboard or similar tool to share information easily.

List all of the roles within the team, but only add each role once, even if you have a number of people in that position. For example, if you have multiple software testers, list that position only once. However, if you have software testers and senior software testers, list those roles separately because they likely have some differences in responsibilities.

Have each person write down their responsibilities in their role. They don't need to include every little task they do, but they should hit the major responsibilities.

Then, have them write down what they perceive as the responsibilities of the other roles on the team.

Discuss each role and have everyone share what they think the responsibilities are for it. Start with the person or people in that role, so they can share what they understand they're responsible for handling. Then, have others share what they think the responsibilities for that role are. Record all of the answers.



Your profile

Ask the person in that role if they agree or disagree with the ideas of others on the team. If the person in that role doesn't agree with a responsibility, move it to an unassigned section for now.

Look for overlap in the responsibilities. Determine if more than one role needs to handle the same responsibility. If not, determine who will handle it going forward. Assign a primary person if any responsibilities need to overlap. You can assign others as additional owners of the task or backup owners if the primary person can't complete it.

Look at gaps in who's covering responsibilities. Consider if you can add the responsibility to a current role or if you need to add a position to the team.

Use this information to complete the official roles and responsibilities template. It's ultimately the responsibility of the manager to define the responsibilities for each role

Language Skills

Excellent language skills in German, English and Ostfriesisch Platt (written and spoken)

Salary

We are currently low on funds unfortunately, therefore all open positions are still voluntary. However, once we find a pot of gold at the end of the rainbow, we are willing to pay a decent and fair salary.

Interested in joining our ambitious team?

Please send your application to:

application@hardtoport.org

We are looking forward to welcoming you on board.

