The Schwarzkopf Foundation Young Europe, located in Berlin, is looking for an:

IT Systems Administrator (32 hours per week)

The Schwarzkopf Foundation Young Europe was founded in 1971 by Pauline Schwarzkopf. The Schwarzkopf Foundation, a non-partisan organisation, strives to empower young people from all backgrounds to be active European citizens who contribute to a pluralistic, democratic society of mutual understanding, solidarity and peaceful collaboration across Europe. With our work to empower young people, we seek to promote a pan-European understanding and combat right-wing extremism, antisemitism, and racism.

Young people contribute to European cohesion and play a crucial role in shaping pluralistic societies. That is why we create spaces for young people to develop political awareness and visions for the society they want to live in. We offer young people opportunities to meet, exchange knowledge, grow and actively participate. With a wide range of programmes and projects, we advocate for an open, solidarity-based and democratic Europe, and we aim to strengthen young and pluralistic voices – in Europe and beyond.

We are looking for a new member of our team of roughly 50 employees. You will join the foundation's small IT team.

Your tasks

Together with your fellow IT team members (including the head of the IT team), you will take care of a wide range of tasks:

- Server & Cloud infrastructure (on site, web server, Office 365)
- User account & device management (mainly laptops with Windows 10)
- IT support for the foundation's staff
- IT security & data protection standards
- Accompany and consult our teams in larger IT projects, such as online platforms to coordinate their youth networks across Europe

Your profile

- You are an allrounder when it comes to IT topics. You have worked with multiple systems across domains, and are willing to work your way into new tools to the extent that you can explain them to others, as well as troubleshoot them.
- You have professional experience in (most of) the topics listed above.
- You are a team player, and you enjoy helping co-workers who don't have a technical background.
- You have solid knowledge of English (at least C1); knowledge of German is beneficial.

What we offer

- Work in a driven team in the heart of Berlin, full of people who are excited about their work.

- Space for bringing your ideas and further developing our structures.

- BPoC space for colleagues who are impacted by racism, and reflexion spaces for colleagues who are not.

- Options for mobile/flexible work as well as training and supervision

- Regular (digital) team events

- 30 days of paid holidays, given a 5-day work week

- The position shall be filled for an initial period of two years. A prolongation is desirable, depending on the funding situation.

We value diversity and therefore welcome all applications, irrespective of gender, nationality, origin, religious affiliation, disabilities, age or sexual orientation and identity. Our offices are currently not barrier-free. We would like to talk to you about possibilities of reducing remaining barriers.

If you are interested, please send your application (letter of motivation, CV without photos, testimonies etc.) to Mr. Lasse Schwanck: *applications@schwarzkopf-stiftung.de*