

Project-Office Coordinator – Re:Match

Full-time • preferably based in Berlin / remote with regular travel to Berlin possible • fixed-term to 31 Dec 2026 (extension subject to funding)

1 | Berlin Governance Platform (BGP)

The Berlin Governance Platform gGmbH is a non-profit think-&-do tank that promotes *transparency, participation and cross-sector dialogue* to solve societal challenges. We convene policymakers, business, academia and civil society and design governance concepts that deliver sustainable, public-interest solutions reflecting diverse perspectives.

2 | About Re:Match / Re:MatchJob

Re:Match is BGP's flagship social-innovation project, co-funded by the European Social Fund (ESF) and the Deutsche Postcode Lotterie. Using an algorithm-based matching procedure, we relocate Ukrainian refugees currently hosted in Poland to German municipalities on the basis of their individual profiles and preferences. This project phase will place a special emphasis on participants' labour-market qualifications and the skills needs of local economies.

3 | Your Role

Reporting to the Project Lead, you will be the operational backbone of Re:Match—keeping every logistical and organisational thread together so that matching rounds and relocations happen smoothly and on time.

| Core responsibility | Indicative Activities |
|-----------------------------------|---|
| Partner & Consortium Coordination | <ul style="list-style-type: none"> • Serve as <i>first point of contact</i> for our Polish partner organisation; maintain a structured day-to-day exchange and joint task tracker. • Align timelines and deliverables with German municipalities and the technical partner (Pairity). |
| Workshop & Focus-Group Support | <ul style="list-style-type: none"> • Plan agendas, materials and logistics for workshops with focus groups of refugees and municipal officials. • Document outcomes and feed insights into project planning. |
| Implementation & Logistics | <ul style="list-style-type: none"> • Prepare each matching cycle with partners; compile municipal capacity data and participant profiles. • Orchestrate travel, accommodation and arrival arrangements for relocation groups; troubleshoot operational issues in real time. • Willingness to conduct occasional site visits in Poland and Germany. • Support matching cycles by preparing and conducting info sessions with participants and drafting multilingual materials with matching results and city-specific information. |
| Content & Communication | <ul style="list-style-type: none"> • Draft clear information texts and FAQs for the project website and partner briefings. • Draft newsletter snippets and social-media updates. |

Monitoring,
Evaluation &
Reporting

- Support the Project Lead in ongoing monitoring (quantitative trackers, qualitative feedback) and in producing interim and final reports for donors and stakeholders.

4. What we're looking for

Essential

- University degree in social / political science, public policy, migration studies, labour-market economics, human rights, international relations or a related field.
- At least **2 years of professional experience** coordinating multi-stakeholder projects, ideally in migration, humanitarian or social-innovation contexts.
- Demonstrated knowledge of asylum / migration / integration issues **and/or** direct work with displaced persons.
- Outstanding organisational talent—able to juggle several process streams and deadlines simultaneously.
- Confident communicator across cultures and hierarchies; comfortable moderating small working sessions.
- **Languages:** very good German and English (both B2+).
- **Digital fluency:** WordPress (basic editing), MS-Office/365, simple spreadsheets, email marketing tools, social media.

Desirable

- Ukrainian or Russian language skills.
- Experience with relocation logistics, municipal administration or EU-funded projects.
- Familiarity with basic monitoring & evaluation methods.

5. What we offer

- A hands-on coordination role at the heart of a high-visibility European innovation project.
- Flexible, remote-friendly working culture (core hours CET).
- Modern office space at Brandenburger Tor, Berlin, available for hybrid work.
- Salary in line with German non-profit sector (TV-L 10-11 equivalent) and commensurate with experience.
- 30 days' annual leave + public holidays where you are based.

6. How to apply

Please send **one PDF** containing:

1. A CV (max. 3 pages).
2. A cover letter (max. 2 pages) that highlights a recent advocacy achievement relevant to migration or labour-market policy.

to career@governance-platform.org with the subject line **“Project-Office Coordinator – Re:Match”** by **06 September 2025** (23:59 CEST). Early applications are welcome. Interviews will be held in August and September 2025.

BGP is committed to diversity, equity and inclusion and warmly encourages applications from people with lived experience of migration or displacement.