

Job Advertisement

Project Coordinator – Urban Practice Network Office (m/f/d) (50%)

Start Date: 1 August 2026

Working Hours: 20 hours/week (50%)

Contract Duration: Fixed-term until 31 December 2026 (an extension is intended)

Salary: Based on TV-L Berlin, Pay Grade 11

Work where Urban Practice happens:

Our workplace is the city. We work flexibly between the office, remote work, and events, projects, and meetings throughout the Berlin metropolitan area.

About Urbane Praxis e.V.

Urbane Praxis e.V. is an association dedicated to advancing the interests of urban practitioners. It builds networks and connects civil society actors, public administration, and policymakers to help shape vibrant and sustainable cities. The association represents urban practitioners and facilitates knowledge exchange to make cross-sector urban issues more visible.

The **Urban Practice Network Office** serves as the central contact point for initiatives, associations, and projects that develop cultural community spaces, self-organized open spaces, and public-interest-oriented urban environments. We provide advice, facilitate knowledge exchange, connect stakeholders, and foster dialogue between civil society, public administration, and politics. Our work is intermediary in nature: we build bridges between the perspectives of urban communities and public institutions and jointly develop solutions for the equitable city of tomorrow.

The Position

For the Urban Practice Network Office, we are looking for a committed individual who enjoys coordinating activities and formats, structuring processes, and working collaboratively with an interdisciplinary team to further develop Urban Practice in Berlin.

The Project Coordinator plays a central role between the team, the Executive Director, and the Board, with primary responsibility for the strategic, organizational, and administrative coordination of the Network Office.

Your Responsibilities

Project Coordination and Organization

- Support the Executive Director in the operational planning of the activities and formats of the Urban Practice Network Office.
- Contribute to the development and implementation of formats for public-interest-oriented urban development.
- Coordinate ongoing workflows and organizational processes within the project team.
- Prepare project plans, timelines, and task overviews.
- Plan team meetings, organize information flows, and prepare reports.
- Contribute to the further development of internal workflows and organizational structures.
- Serve as the on-site contact person in the office and support office management.
- Assist in implementing diversity, inclusion, participation, and outreach measures.
- Research and prepare current topics related to Urban Practice.
- Support public relations activities and prepare information and communication materials.

Grant Administration

- Provide administrative support to the Executive Director in implementing the funded project.
- Prepare contracts, requests for quotations, and procurement documents.
- Compile documentation for narrative reports, funding requests, and project documentation.
- Prepare project-related financial overviews and administrative records.
- Coordinate organizational matters with accounting and the Executive Director.

Network Coordination and Events

- Maintain and further develop the Urban Practice network together with the Executive Director and the team.
- Communicate and coordinate with initiatives, public administration, policymakers, and cooperation partners.
- Support advisory services for Urban Practice stakeholders.
- Research, prepare, and maintain practice-relevant information and resources.
- Organize and support workshops, networking meetings, professional events, and public formats.
- Coordinate organizational processes before, during, and after events.
- Support moderation, documentation, and follow-up activities.

Candidate Profile

We are looking for a committed individual with strong organizational skills, a structured working style, and an interest in public-interest-oriented urban development, culture, and network building.

What You Bring

- Enthusiasm for implementing and coordinating collaborative formats within the agile team of a small association committed to contributing to a more equitable and resilient city.
- A completed university degree or equivalent qualification in a relevant field (e.g., urban development, cultural management, social sciences, architecture).
- Sound knowledge of Urban Practice and current public-interest-oriented and participatory urban development processes in Berlin.
- At least two years of professional experience in project coordination, project organization, or project management, ideally within the non-profit, cultural, or civil society sector.
- Experience coordinating complex projects involving multiple stakeholders (e.g., public administration, policymakers, and civil society).
- Diversity competence and a discrimination-sensitive, power-critical, and team-oriented approach to work.
- Knowledge of public funding schemes and association administration.
- Excellent communication skills and confidence in working with a wide range of cooperation partners.
- Excellent German language skills (minimum C1) and good English language skills (minimum B2).

Desirable Qualifications

- Experience preparing project documentation or narrative reports related to publicly funded projects.
- Experience organizing events and participatory engagement formats in public spaces.
- Experience with interdisciplinary and post-disciplinary collaboration, particularly at the intersection of civil society, arts, culture, and urban development.
- A strong professional network within Urban Practice, socio-cultural initiatives, the independent arts scene, or transdisciplinary urban development initiatives.
- Willingness to work flexible hours, including evenings and weekends, and to actively participate in networking events and committee meetings.

Equal Opportunities

In line with our goal of reducing barriers to participation in the cultural sector and promoting a power-critical approach, we particularly welcome applications from individuals who identify from marginalized perspectives.

Applicants with severe disabilities will be given preference if equally qualified. Selection is based solely on suitability, regardless of gender, ethnic origin, religion, disability, age, or sexual identity.

Application

If you are interested, please send your informal application documents (CV and a short cover letter) by **17 July 2026** to office@urbanepaxis.berlin.

Interviews are expected to take place between **27 and 29 July 2026**.