

Introduction

Serve the City Luxembourg is on a mission to encourage volunteering and grow the culture of serving in the Grand Duchy. We believe that many people doing small thing makes a big difference!

It is an ambitious challenge but we are off to a great start. Since we were founded in Dec 2012 we have experienced significant success and growth and have had many opportunities to support the great work already happening in NGOs in Luxembourg as well as running independent projects.

The success has in fact been overwhelming and we now need to focus all the more on developing enough projects to satisfy the demand from our fantastic community of volunteers!

How great is that?! We love when people get to serve others and we want to keep pushing the boundaries for how, where and when people can serve! That's where you come in.

Serve the City is looking for a few Partner Relationship Coordinators to help us strengthen and expand our network of NGOs and Partners in Luxembourg and the Grand Region.

The role will be at the very heart of Serve the City's strategy of developing sustainable opportunities for serving. We aim to build long-term partnership with NGOs and work with them to identify needs and possibilities for our volunteers to help out through projects. The projects may be one-off or regular, be of practical or social nature and may benefit different groups of people or needs.

The role will be the point person who keeps on top of an existing partnership, working with them to identify new project opportunities, debriefing current projects and generally managing the relationship to get to know them better and to communicate their stories back to our volunteers.

The role requires regular communication via email, phone as well as some visits and face to face meetings with the partners. We expect that you can allocate time during evenings and occasionally during business hours. The actual weekly time commitment may vary from just a few hours per week, or more than that, depending of which partners you will look after and your availability.

We are flexible and will find a setup that works for you and us.

We are in particular looking for these qualities in candidates:

- Strong interpersonal skills focused on building long term and mutually beneficial relationships
- Organised and able to manage multiple different partners, projects and ideas
- Willing to work regularly (may be daily during key moments) to follow up on projects & partners
- German or French, along with English is required (Luxembourgish is a plus)
- Experience in NGO, Social Development, Volunteering or similar area is a plus
- Experienced user of email and phone to build relationships
- Social Media and experience with other online tools for communication is a plus
- Optimism, energy and a desire to change the world
- Passionate about volunteering and excited about Serve the City!

Relationships:

You will be working in particular with our NGO Partners, the STC Leadership Team (especially the people responsible for partnerships), the Comms team and potentially other Partnerships and Organisations as required.

Compensation:

Serve the City is an organisation solely run by volunteers and therefore cannot offer any financial compensation. We can, however, guarantee you that this role will be a rewarding challenge for the right person, offering you a flexible environment where you can plan and design your own work and learning opportunities and giving you the chance to work with a lot of amazing people doing something worthwhile and fun!

Applications:

You can apply by sending an email to “hello@servethecity.lu” explaining your motivation, your experience and why you think this will be a good fit for you and for Serve the City. All applications will be carefully reviewed and responded to. We are looking forward to hearing from you and we’re very excited about the possibilities to serve we can build together!

About Serve the City Luxembourg:

Serve the City is a movement of volunteers serving in Luxembourg. We believe that many people doing small things together makes a big difference. Serve the City Luxembourg was launched in December 2012, and is part of the global Serve the City family, that all started in Brussels in 2005.

Serve the City creates events that mobilize many volunteers to serve in simple ways, through sports, music, arts and crafts, meals, friendship and more. We are the connection between the good intentions and talents of people who could volunteer and a meaningful opportunity to get involved.

Serve the City Luxembourg a.s.b.l. is registered as an official NGO and is governed by Luxembourgish laws. More information can be found on our website: www.servethecity.lu and on www.facebook.com/servethecitylux