# Project lead and event manager for environmental sustainability project

## About KDE

KDE is an international community dedicated to developing Free and Open Source Software for end users. Contributions are made by thousands of talented volunteer contributors (developers, artists, marketers, translators, documentation writers, etc.) from all over the world, working on software like a desktop environment, graphics applications, PIM programs, games, educational software and more. KDE e.V. is the legal organization behind KDE, that represents and supports the community.

## About the role

KDE e.V. is looking for you as an employee for a new project to promote environmentally-sustainable software and long-term hardware use. You will be the person who makes sure the administration of the project and the organization of the campaigns and workshops are on track and successful.

As an employee of KDE e.V., you will work together with the Project and Community Manager behind the project, the core team of the KDE organization, and an international volunteer community as part of a funded project that begins 1 April 2024 and ends 31 March 2026. The position is intended as a part time position (10h/week).

## Tasks and Responsibilities

- Project administration
- Regular reporting to the funder (in German) on project progress and use of funds/finances
- Organizing the logistics of small events for an eco-consumer public as part of the project campaigns
- Running calls for proposals for the project's contract work

## Qualifications and skills

- Knowledge of project management as part of a vocational training, university studies or comparable practical experience
- Experience with administration of grant projects by the German government would be benficial
- Ability to work independently within the frame of the project
- Understanding of Free Software communities
- Fluent in English and German (verbal and written)

## What we offer to you:

- The opportunity to do pioneering work around sustainable software
- Working in an open and friendly community that puts its heart into Free Software
- Part-time employment at KDE e.V. with the usual benefits

## Job Details

- Type: part-time employment
- Location: Remote in Germany or in our office in Berlin
- Number of hours per week: 10
- Start date: April 2024

## How to apply

Please send your application (including your availability and pointers to the project you are most proud of) by email to kde-ev-board@kde.org with "Project lead and event manager" in the subject.
Do not hesitate to contact us at the same address if you have any questions.