

Call for Proposals: Project Coordinator for KDE



[KDE](#) is an international community dedicated to writing Free Software for end users. Thousands of volunteers are working on software like a desktop, graphics applications, personal information management programs, games, educational software and more. [KDE e.V.](#) is the legal organization behind KDE. It represents and supports KDE.

KDE works towards a world in which everyone has control over their digital life and enjoys freedom and privacy. KDE develops free and open source software. Contributions are made by thousands of talented contributors (developers, artists, marketers, translators, etc) from all over the world. You will have the opportunity to support a diverse community of people who want to change the world and who are doing this with passion.

KDE e.V. is looking for a person with project management experience to support KDE's growing project portfolio. The ideal candidate is able to help the community in achieving its goals by being a reliable support system for all organisational matters.

Your main focus will be supporting the [KDE Goals](#) process. In addition you will help other teams inside KDE with project management support they need for larger projects and in-person meetings. You will work directly with the community and the Board of Directors.

Tasks and Responsibilities

- Support the KDE Goals process through organizing meetings, coordination and progress reporting
- Help plan, organize and facilitate development sprints and other in-person meetings
- Support teams undertaking larger projects in coordination tasks
- Provide reports on project progress to the Board of Directors and community

Qualifications and skills

- At least 2 years of proven project management or other relevant experience
- Fluent in English (written and spoken)
- Excellent verbal and written communication skills
- Experience working with volunteers and in an open community
- Experience/ability working with remote teams
- Ability to work with diverse and multi-disciplinary teams
- Detail-oriented, efficient and proactive
- Ability and willingness to travel with a focus on Europe

How to apply

Please send your proposal (including your availability, pointers to the project you are most proud of and your hourly rate) by email to kde-ev-board@kde.org (subject: project coordinator). Please don't hesitate to contact us if you have any questions.

Job Type: Contract

Hours: 15h/week, but negotiable for the right candidate

Length: Initial contract is for 1 year with the option to extend it if both parties agree

Job Location: Work from home or in our office in Berlin

Salary Type: Hourly