



Powercoders is a non-profit organisation in Switzerland, founded 8 years ago in Bern. Our purpose is to promote equal opportunities for diverse talents in the IT industry. We offer programs throughout Switzerland. We are looking for a:

Project Coordinator (70-90%)

Where: Remote & Zürich / Bern

Starting date: April/May 2025 (flexible)

As a project manager in our role-based organization, you will take on multiple responsibilities across key areas:

Job Coaching Program Coordinator (≈40%)

Purpose of role:

Our alumni have a competent volunteer job coach at their side to support them during the integration phase.

What you'll be mainly doing:

- * Build and maintain strong human and business relationships
- * Coordinate, organize, and host community events
- * Facilitate connections between participants in internships and their volunteer job coaches



Candidate Recruitment (≈15%)

Purpose of role:

The candidates with the greatest talent and potential for impact join our bootcamp

What you'll be mainly doing:

- * Review applications to identify suitable candidates
- * Conduct interviews to evaluate applicants

Job Integrator (≈10 - 15%)

Purpose of role:

Smooth alumni integration with long-term impact

What you'll be mainly doing:

- * Provide support to alumni during their internships to secure successful outcomes
- * Address and resolve challenges proactively

Volunteer Coordinator (≈10%)

Purpose of role:

Establishing & nurturing a stable and on-demand pool of quality volunteers.

What you'll be mainly doing:

- * Serve as the primary contact for volunteer inquiries
- * Develop and strengthen corporate volunteering partnerships

What we are looking for:

- * Motivation and ability to work in a role-based organization
- * A proactive, open-minded team player with a coaching mindset
- * Strong communication, leadership, and organizational skills
- * Ability to take ownership, prioritize tasks, and manage events effectively
- * Business sense; an affinity for IT is a plus
- * Fluency in English (German is an advantage)

What we offer:

- * Role-based organization that values transparency and clarity over hierarchy
- * Purpose-driven mission with a large scope for development and creation
- * Remote-friendly work environment that offers flexibility and autonomy
- * We have flexible working hours and 5 weeks of holidays
- * Our team is a diverse bunch of creators who also like to have fun together

Please [apply](https://powercoders.org/jobs) online until **7 February 2025** on powercoders.org/jobs