



Civocracy is looking for a Head of Operations / Chief of Staff (m/f/d)

| Berlin, Germany / 30-40 hours per week |

Civocracy is looking for a Head of Operations / Chief of Staff to provide structure and organization to the company around internal operations, financial accounting and reporting, internal communication and process improvement.

At Civocracy we believe that society's most pressing challenges can only be solved together. We do that by activating citizen power through digital participation. We already have the digital platform and participation expertise, and we need YOU to help our company operate efficiently and effectively.

You might be our next Head of Operations / Chief of Staff if you love:

- Bringing order to chaos
- Setting up - and ongoing management and improvement of - structures, processes, systems and tools to help team members operate more efficiently
- Working with teams to set, track and measure progress towards goals
- Bringing a data-driven approach to decision making
- Approaching challenges in a solution-oriented, "I want to help" way
- Bringing simplicity to complex situations
- Creating easy-to-understand spreadsheets and reports
- Our mission!

In addition, we are seeking someone who:

- Is professionally fluent in German and English (other European languages is a plus!)
- Is comfortable navigating European, especially German and French, bureaucracy
- Brings a new perspective, experience, and or background to our team to make us better
- Has a solid understanding of financial reporting for startups
- Is up for wrangling internal systems to make them more efficient and helpful
- Is a quick learner and not afraid of figuring out new processes, systems, and tools

Example of Duties & Responsibilities:

- Setting up and managing monthly tracking of team goals and KPIs
- Structuring our internal knowledge management tool to make it easy to find key documents and onboard new employees
- Creating monthly investor reporting on financials
- Directly managing and coaching of one or more team members
- Setting up, managing and facilitating internal meetings and internal communication
- Supporting the different teams in implementing and aligning their work with wider company strategy

Past job experience examples that would be helpful in the position:

- 2+ years of direct people management
- Experience in a dynamic, startup environment
- 3+ years of work experience in an operations or finance role

What's in it for you:

- A fun, motivated team of 16 team members from 7 different countries, who are dedicated to solving the puzzle of promoting citizen engagement and collaboration in our society.
- An entrepreneurial environment that supports autonomy and flexibility
- The opportunity to work with a team that worships transparency, collective intelligence, and funny GIFs.

Please send us your application (cover letter and CV) to jobs@civocracy.org.