



**Hiring Call for the position of**  
**Community Engagement Coordinator**  
**for the EU co-funded project “Creative Compass Georgia”**  
(Deadline for applications: 10 December 2025)

The Goethe-Institut Georgien, the official cultural institute of the Federal Republic of Germany and a leading international cultural organisation in the South Caucasus is recruiting a Community Engagement Coordinator for the EU funded project "Creative Compass Georgia". The project Creative Compass Georgia aims at fostering sustainable development of creative industries in regional cities, towns and rural areas of Georgia.

The full-time (40 hours per week) position (from 01.02.2026 (or earlier) to 30.09.2027) is based in Tbilisi.

**Main Tasks and responsibilities:**

(Regional) Community Engagement

- Supervision and effective implementation of five (5) regional round tables across Georgia, ensuring quality and alignment with project objectives.
- Oversight and management of activity implementation in designated focus municipalities, ensuring timely delivery and compliance with project standards.
- Initiation and management of procurement processes
- Regular on-site and online engagement with partners and stakeholders in focus municipalities to foster collaboration and address emerging needs.

Event and Communication Coordination:

- Coordination of communication and public relations activities across focus municipalities in close cooperation with local stakeholders, ensuring consistent messaging and visibility.
- Contribution to conceptualization and organization of events and communication initiatives on the national level
- Ensuring timely and effective dissemination of information

**Skills, experiences, and qualifications for the position:**

- MA's degree, preferably in the field of social, political sciences or business administration.
- Knowledge of relevant Georgian legislation, including tax law, NGO law, and related regulations.
- Experience in developing and managing international projects, ensuring compliance with organisational requirements.
- Proven experience in organizing events, seminars, workshops, and mobility schemes.



- Substantial experience working in an international, English-speaking environment, demonstrating cultural sensitivity and adaptability.
- Least three years of experience in project management (preferably, EU-funded)
- Experience in procurement, compliance, and contract management, ensuring adherence to organisational guidelines.
- Language skills: English and Georgian at C1 level; good German skills will be considered an asset.
- Excellent computer skills, with strong proficiency in MS Office and digital collaboration tools.

#### **Personal skills:**

- Strong team player, ability to reflect team roles, to react to problems in teams; ability to work under stress, with temporarily high workload, and under minimal supervision.
- Reliability, responsibility, confidentiality, discretion, and organisational skills.
- Self-reflection, willingness to revise, acceptance of criticism, asking questions where necessary.
- Structured and result-oriented approach, ability to get things done.
- Mobility and flexibility, e.g., readiness to work on weekends and/or for work-related travelling if and where necessary.

#### **What do we offer:**

- A competitive salary and attractive working conditions based on the local Goethe-Institut Georgian employment schemes.
- To be part of a challenging, multidisciplinary international project providing high-level learning and development opportunities.

Candidates wishing to apply should send their application in English in one pdf file by email putting "Application for the Community Engagement Coordinator for "Creative Compass Georgia" in the subject line to [bewerbungen-georgien@goethe.de](mailto:bewerbungen-georgien@goethe.de)

The application should include:

- Motivation letter
- CV

Please enclose your contact information, professional references (if applicable) and a phone number with which you can be reached. Please indicate your earliest day to start the position.

#### **The deadline for applications is 10 December 2025**

Please note that only shortlisted candidates will be invited for a job interview.

Contact Person:

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