

Programs Support (Midijob) (m/w/d)

Employer: MIND Foundation gGmbH,

Location: Berlin office

Focus: Educational program delivery, evaluation, and quality assurance

Type: Paid employment in the Übergangsbereich (Midijob), fixed term

Duration: 6 -12 months (a shorter term may be possible depending on organizational needs and your availability)

Working hours: 32 hours per week

Supervisor: Lea G.

Start: by arrangement.

Role overview

You support the development, delivery, and evaluation of MIND's educational programs, with a primary focus on the Augmented Psychotherapy Training (APT). This role sits at the intersection of education, program design, and implementation. Administrative tasks are part of the role, but always in service of program quality and learning outcomes. We are currently focused on designing and implementing program research intended to capture the outcomes of our educational formats and long-term competency development.

Key responsibilities

Run the operational side of program evaluation: administer feedback and outcome instruments, maintain data quality, and prepare results for review by program leads.

Coordinate program logistics end to end: scheduling, participant communication, documentation, and record-keeping.

Own the participant journey operationally, including onboarding, correspondence, and issuing certificates of completion.

Maintain and update program materials and learning formats under the direction of program leads.

Build and maintain digital and automated program workflows in HubSpot and other platforms.

Support to other areas of MIND Foundation, incl. events for the general public and members, membership management, and general office management.

What distinguishes this role

This role centers on hands-on program administration, coordination, optimization, and certification. You take ownership of concrete operational tasks that keep programs running, working alongside senior program staff and faculty.

What we ask for

Reliable, structured working style and comfort with digital tools

Working proficiency in English; German is a plus.

Eligibility to work in Germany for the full contract period

Terms

Employment contract under German law, fixed term under section 14(2) TzBfG. This position cannot be filled by someone who has previously been employed by MIND Foundation gGmbH.

Monthly gross pay places the role in the Übergangsbereich (Midijob), i.e. between 603.01 and 2,000 EUR per month in 2026. The statutory minimum wage of 13.90 EUR per hour applies and may be exceeded. The Übergangsbereich relief does not apply if income from parallel employment brings your combined monthly gross above 2,000 EUR. Please tell us about other jobs before you start.

Working time is recorded in accordance with section 17 MiLoG.

Social insurance treatment depends on your status.

How we handle your application data is set out in our privacy notice: <https://www.mind-foundation.org/privacy-policy>