

DO it: Knowledge Wrangler

You are an enthusiastic, organised and analytical person who enjoys combining technology and information to enhance structure and who has a passion for social innovation

Start date: July 2017

Location: Berlin Campus Germany

Position type: Full Time

Let's DO it together.

The world today confronts us with many challenges. But when great ideas are brought to life through entrepreneurial spirit, innovation, and implementation skills, we can make a real difference. In the world of business—and in the world at large.

The DO School is an award-winning social enterprise that believes good business is the best solution to the world's biggest challenges.

Partnering with visionary companies on problems that can't be solved the usual way, the DO School curates entrepreneurial teams around diversity, expertise and passion for the topic, empowering talented individuals to turn their ideas into action.

Working together, company and team innovate and implement high-impact solutions while honing the skills to build a better world.

What you would DO:

The DO School is looking for an enthusiastic individual to organise, capture and structure the existing and continuously accumulating knowledge and best practices of the DO School Program Team.

The DO School creates unique experiential learning programs in which DOers from around the world learn how to do Good Business through innovation and implementation skills. To deliver these programs the DO School continues to add to its arsenal of ideation, research and design tools as well as team and communication exercises and innovation content pieces all of which are shared with participants. In addition, the DO School team has its internal documentation of program and workshop curricula.

As the Knowledge Wrangler you will join the program team to empower us to further increase the quality of our program planning and delivery by provisioning up to date information and guidance, identify white spots and foster and structure a continuous exchange with the program team to share and capture knowledge.

The role covers the following key aspects:

- Overall responsibility to develop and deliver a knowledge management system and its content formats
- Transitioning existing knowledge and content into the new system
- Ongoing improvement and development of existing content
- Curation, development and provisioning of content for the DO School online learning solutions
- Support of the program team in planning new programs through the KM

Your profile:

We are looking for an enthusiastic individual with a completed undergraduate degree and a strong interest in the fields of social innovation, facilitation, or education who is looking to explore this space further by working with one of the foremost institutions in this field. You will bring excellent analytical skills and combine a talent for self-organisation in long term projects with a curiosity filled passion for working with exciting people. You can see the best way to structure information clearly and are happy to



tinker with technology to make it all happen in an easy to use and beautiful way. You've had enough work experience already to know what life and work in small, fast paced organisation feels like and have ideas about the way knowledge sharing should be done in such an environment.

Must-Have

- Minimum Bachelor degree
- Flawless in English and ideally at least passive German (Oral and Written)
- Significant experience in conducting comprehensive researching/ writing projects
- Experience in fields of social innovation/ start up/ hands-on education
- Strong organisation and communication skills
- Strong stakeholder management skills
- Able to work in a dynamic and fast moving team

Desirable

- Knowledge and experience in the field of social entrepreneurship and education
- Experience in facilitating innovation and product development
- Experience with KM best practice

That's in it for you:

- The chance to continuously create and try out groundbreaking new ideas
- The opportunity to collaborate and learn from your peers as well as our team of internationally renowned experts
- An entrepreneurial, creative and international team
- An environment in which self development is encouraged
- A high level of responsibility
- A workplace that offers tangible world impact and the chance to actually get stuff done

Application:

We look forward to your application to become part of our DO School team! Our application process is always online, so please submit your application through our application portal.

<https://thedoschool.jobbase.io/>

If you have any questions about the application process or the job description, please send an email to: career@thedoschool.org.

Please note that we only accept applicants who have the right to work in Germany.

Deadline for application: 31st May 2016 (please note that we will conduct a rolling hiring process)

Equal opportunity employer:

The DO School provides equal employment opportunities to all people, without discrimination based on race, colour, religion, gender, creed, national origin, marital status, disability or sexual orientation.