



GYMFINITY INTERNATIONAL

External Affairs Manager / Community Liaison

Location: Kaiserslautern, Germany

Employment Type: Mini-Job / Part-Time || Flexible Schedule (deadlines required)

Department: External Affairs

Reports to: Gym Director / Program Directors (project-dependent)

Position Overview

The External Affairs Manager is responsible for managing the organization's relationships with external stakeholders and ensuring effective coordination with partners, vendors, regulators, and community organizations. The role oversees external partnerships, sponsorship relationships, vendor and contractor management, regulatory coordination, community events, and institutional development initiatives.

This position serves as the primary point of contact for external organizations and ensures that all partnerships, services, and external projects are executed efficiently and in compliance with relevant regulations.

This is a hands-on, self-directed role for someone who thrives on ownership, structure, and follow-through. The ideal candidate proactively identifies next steps, and provides consistent, detailed status updates.

Key Responsibilities

EXTERNAL COORDINATION & VENDOR MANAGEMENT

- Serve as the primary liaison with external partners, sponsors, community organizations, and municipal offices.
- Develop and maintain relationships with corporate sponsors and strategic partners.
- Represent the organization in meetings with community partners.
- Identify and support opportunities for new partnerships and collaborations.

VENDOR, CONTRACTOR, & ASSET MANAGEMENT

- Manage relationships with vendors, suppliers, service providers, and contractors.
- Obtain quotes, compare vendors, and oversee procurement processes.
- Coordinate services with contractors, maintenance providers, and construction teams.
- Ensure vendor contracts and service agreements comply with German regulations and organizational standards.
- Coordinate company vehicle servicing, maintenance scheduling, and documentation.

REGULATORY, COMPLIANCE, & INSURANCE COORDINATION

- Serve as liaison with regulatory authorities and insurance providers.
- Coordinate compliance with German business, safety, and operational regulations.
- Act as primary contact with the Verwaltungs-Berufsgenossenschaft (VBG) and work with the Safety & Risk Officer on occupational safety compliance.
- Track required inspections, certifications, and regulatory deadlines.
- Coordinate documentation related to liability insurance, facility insurance, and event-specific coverage.

EVENT & COMMUNITY ENGAGEMENT

- Coordinate the organization's participation in community and promotional events, including parades, festivals, job fairs, and public performances.
- Communicate with city organizers and external event partners.
- Manage event logistics, permits, and required documentation.
- Oversee concession stand operations including planning, staffing coordination, inventory, and cash handling procedures.
- Coordinate event setup and teardown with facilities and external crews.
- Organize and manage the organization's annual banquet and other major internal events.

EDUCATION & WORKFORCE DEVELOPMENT PROGRAMS

- Establish and manage Ausbildung programs in partnership with the Industrie- und Handelskammer (IHK).
- Coordinate dual-study (Duales Studium) partnerships with universities and educational institutions.

- Track program documentation and ensure compliance with German vocational education requirements.

INSTITUTIONAL PROJECTS & FACILITY DEVELOPMENT

- Support long-term organizational development projects involving external stakeholders.
 - Coordinate communication with architects, contractors, and city officials related to facility development.
 - Participate in planning and discussions regarding new or expanded facilities.
 - Track project timelines, milestones, and external deliverables.
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Qualifications

- Business-fluent German and English (written and spoken).
 - Exceptional attention to detail and accuracy in documentation and coordination.
 - Strong organizational and time-management skills with the ability to manage multiple projects and deadlines simultaneously.
 - Proven ability to work independently, prioritize tasks, and manage responsibilities without constant supervision.
 - Experience coordinating with vendors, contractors, public institutions, regulatory bodies, or external partners.
 - Working knowledge of German contracting practices, business regulations, and compliance requirements.
 - Strong written communication skills for professional correspondence, documentation, and reporting.
 - High degree of reliability, professionalism, and accountability.
 - Demonstrated problem-solving ability, initiative, and a growth mindset.
 - Ability to manage external relationships professionally and represent the organization with partners and public stakeholders.
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Compensation

Gymfinity International offers a structured compensation system that rewards experience, responsibility, and professional development.

New hires begin with a short onboarding and training period under Germany's mini-job employment status, compensated at the German minimum wage, before transitioning to the appropriate employment structure and pay level for the role.

Compensation increases are tied to experience, expanded responsibilities, and performance reviews. Additional adjustments may apply based on relevant professional qualifications, certifications, or academic degrees.

Gymfinity's compensation structure is designed to support longevity and leadership within the organization.

Work Authorization

Gymfinity International is a German company (GmbH). Applicants must have legal authorization to work in Germany, such as EU citizenship, EU residency rights, SOFA status, or a valid German work visa. EU citizens and individuals with SOFA status do not require a separate work visa. Applicants with other citizenship statuses must secure appropriate work authorization prior to employment.

Work Schedule (optional to include)

This role operates under a flexible, self-managed schedule.

Work hours are determined by the External Affairs Manager and organized as needed to support external meetings, events, vendor coordination, and project timelines. Many responsibilities may be completed remotely from home, while others involve meetings or site visits at partner organizations, event locations, or municipal offices.

While the schedule is self-directed, the role requires consistent adherence to deadlines and responsibilities. Some duties, including community events and external engagements, may require evening or weekend availability.

Apply

Interested candidates should fill out our [General Application](#) and attach a **short CV and introduction**.