

PROGRAMME COORDINATOR (M/F/D)

ABOUT THE NEW INSTITUTE

THE NEW INSTITUTE is a mission-driven Institute of Advanced Study and a platform for change. It was founded in response to the urgent ecological, economic and political challenges of our time. THE NEW INSTITUTE is located in Hamburg and will bring together a community of globally concerned thinkers and practitioners from academia, the arts, activism, media, business, and politics to develop powerful visions to fundamentally reshape society.

YOUR RESPONSIBILITIES

You will be working in our team Research and Fellow Management and will be primarily supporting the programme managers of our fellowship programmes, *The Foundations of Value and Values* and *The Future of Democracy*. This junior position will involve the following tasks:

- Researching information relevant to the fellow work
- Carrying out in-depth research for new fellows
- Managing information, keeping electronic files, organizing data
- Editorial work
- Taking notes during meetings of the fellow groups
- Organizing events
- Supporting the selection process of new fellow
- Cross-sectional tasks

OUR REQUIREMENTS

- A recent Masters degree in political sciences, philosophy or other fields related to the programmes mentioned above
- International research experience
- Fluency in German and English, both in writing and in speaking
- High level of motivation and commitment
- Interest in people, friendly manner, well-developed communication skills
- High level of service-orientation
- Ability to work independently

Previous work experience as well as experience in project management is advantageous.

The position in Hamburg is full-time and limited to two years.

Please email your application materials, consisting of a cover letter “Why THE NEW INSTITUTE?”, certificates, references, résumé, salary expectations, earliest possible start date, in a single PDF document to jobs@thenew.institute **by October 22, 2021**. Any questions can be directed to Dr. Barbara Sheldon, Head of Research and Fellow Management.

THE NEW INSTITUTE encourages diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, ethnic origin, gender identity/expression, age, religion, disability, sexual orientation or any other characteristic protected by law.