

JOB OPENING

## Programme Coordinator (m/f/d)

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### 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 Manager *Measurement of Economic and Business Performance*. This junior position will involve the following tasks:

- Assisting in research activities in a project on measuring well-being beyond GDP (Recoupling Dashboard), in particular conduct data search, data cleaning and preparation as well as statistical analysis and assist in drafting reports and policy briefs
- Assisting in research activities especially on G20 topics, whether academic or policy-related
- Communicating with project partners
- Researching information relevant to the fellow work
- Carrying out in-depth research for the working group and new fellows
- Managing information, keeping electronic files, organizing data
- Editorial work
- Taking notes during meetings
- Organizing events and conducting follow-up activities
- Supporting the selection process of new fellows
- Cross-sectional tasks.

## OUR REQUIREMENTS

- Masters degree in Economics or other fields related to the programme (e.g. International Relations, Politics, Sociology) with strong quantitative skills
- Strong interest in Multilateralism, the G20 process and Well-being measurement
- Strong research skills and international research experience
- Strong statistical background knowledge and experience in working with statistic programs such as Stata or R and, if possible, programming skills in python or equivalent to visualize data
- Excellent attention to detail, diligence and reliability
- Fluency English, both in writing and in speaking
- High level of motivation and commitment
- Interest in people, friendly manner, well-developed communication skills and ability to work as part of a team
- 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](mailto:jobs@thenew.institute) by **December 15, 2021**. Any questions can be directed to Katharina Lima de Miranda, Programme Manager Measurement of Prosperity: [katharina.miranda@thenew.institute](mailto:katharina.miranda@thenew.institute).

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.