

JOB OPENING

PROGRAM COORDINATOR FOUNDATIONS OF VALUE AND VALUES/THE HUMAN CONDITION IN THE 21ST (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 program manager of our fellowship program The Foundations of Value and Values/The Human Condition in the 21st Century.

This junior position will involve the following tasks:

- Researching and preparing 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
- Cross-cutting tasks in the Research and Fellow Management Team

OUR REQUIREMENTS

- a recent Master's degree in philosophy, anthropology, sociology or a related field within the humanities with a connection to the program (which deals with issues in value theory in light of the ecological condition of humanity in the 21st century)
- international research experience
- fluency in German and English, both in writing and in speaking

- high level of motivation and commitment
- interest in people, a positive attitude, 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. 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.