

JOB OPENING

## Program Coordinator (M/F/D)

---

### ABOUT THE NEW INSTITUTE

THE NEW INSTITUTE is an experimental initiative aimed at developing social imaginaries for future societies. We combine academic rigor with innovative practice to inspire, promote and implement societal change. We try to close the gap between insight and action by bringing together academics from different disciplines with politicians, entrepreneurs, journalists, activists and artists.

### 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 Future of Democracy”.

This position will involve the following tasks:

- Managing information, keeping electronic files and organizing data
- Managing projects within and beyond the fellow work
- Organizing events
- Researching information relevant for the programme and fellow work
- Taking notes during meetings of the fellow groups
- Editorial work
- Cross-cutting tasks in the Research and Fellow Management team

### OUR REQUIREMENTS

- a Master's degree in political science, anthropology, sociology or a related field within the humanities with a connection to the programs of THE NEW INSTITUTE
- 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
- MS Excel and MS PowerPoint skills

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

The position in Hamburg is full-time and initially 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) until the 08 January 2023. Any questions can be directed to Dr. Barbara Sheldon, Head of Research and Fellow Management. - Please also note the tentative interview dates: First round of online-interviews: 23 January, 09:00 – 13:00; second round of in-person interviews: 24 February, 10:00 – 14:00.

*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.*