

JUNIOR PROJECT MANAGER “THE NEW HANSE” (m/f/d)

ABOUT THE NEW INSTITUTE

THE NEW INSTITUTE is an Institute of Advanced Study and a platform for shaping social change. Founded in Hamburg in 2020, its aim is to provide answers to the most pressing ecological, economic and political challenges of our time. THE NEW INSTITUTE gathers international thought leaders from academia, activism and civil society to develop impactful and sustainable concepts for fundamentally reconfigured societies in the light of climate change and democratic transformations.

The New Hanse programme aims to create novel and more just paradigms for data governance & sovereignty, digital democracy and the future city. It accompanies and supports Hamburg and its administration in further establishing itself as a European model city of green digital transformation. In close cooperation with experts, local stakeholders and integrated into an international network of partners, pilot projects will be identified and implemented in action areas like "Digital City Participation", "Data Commons" and "NetZero" to demonstrate the potential of a data-driven, citizen-centred future - in which we arrive without continuing to overuse resources.

THE ROLE

For the role of Junior Project Manager, we are looking for an entrant enthusiastic about managing resources, the programmes' different streams of work and communication flows in a highly dynamic environment, working closely with the management team in Hamburg.

A hands on-approach, being self-organised, attentive to details and a fast learner, especially focussed on implementation and with thematic interest in the fields of new urbanism, data governance, digital democracy and sustainability policy is what we are aiming for.

YOUR RESPONSIBILITIES

- Supporting project management of all elements of The New Hanse (data challenges as well as working groups), incl. administration & organization of events
- Coordination / team management
- Supporting Stakeholder & information/communication management
- Supporting the projects' finance administration and resource management
- Supporting organisation of stakeholder & academic workshops on the topics of new urbanism, data, digital democracy and sustainability policy
- Coordination with the other programmes of THE NEW INSTITUTE
- Editorial work
- Cross-sectional tasks

OUR REQUIREMENTS

- Solid organisational skills to coordinate and manage projects (including financials and resource planning)
- B.A. or task-relevant training in the field of; or extensive knowledge in project management (ideally paired with a substantive interest in cities, data governance, digital democracy and sustainability policy)
- Fluency in German and English, both written and spoken
- High motivation and willingness to perform
- Ideally, a network in the city of Hamburg with stakeholders ranging from Government, civil society to businesses and SMEs
- An interest in people, an engaging manner and strong communication skills
- Ability to work independently and self-organised as well as in a small team

BENEFITS

- 50-70 % position on site in Hamburg in direct Alster location (fixed contract for 2 years initially)
- Fair payment (according to prior expertise up to TV-L 13-equivalent)
- A small, motivated team and connection to a large international network and to the other programmes of THE NEW INSTITUTE

Please send applications with the usual documents attached in one document (pdf) by 15.11.2021 to the following e-mail address: jobs@thenew.institute

(Interviews will take place digitally in the second half of November)

THE NEW INSTITUTE encourages diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, national origin, gender identity/expression, age, religion, disability, sexual

orientation, genetics, veteran status, marital status or any other characteristic protected by law. This is a general description of the Duties, Responsibilities and Qualifications required for this position. Physical, mental, sensory or environmental demands may be referenced in an attempt to communicate the manner in which this position traditionally is performed. Whenever necessary to provide individuals with disabilities an equal employment opportunity, THE NEW INSTITUTE will consider reasonable accommodations that might involve varying job requirements and/or changing the way this job is performed, provided that such accommodations do not pose an undue hardship.