

JOB OPENING

PROGRAM COORDINATOR (f/m/d)

ABOUT THE NEW INSTITUTE

THE NEW INSTITUTE aims at developing social imaginaries for future societies in light of today's challenges. How can we recouple human and non-human nature, economic and moral values, democracy as a form of governance and as a way of life, technology and ethics, social complexity and realistic utopias, and, finally, the theory and the practice of social change? Our fellowship program takes an interdisciplinary and trans-sectoral approach, bringing together academics from different disciplines with politicians, entrepreneurs, journalists, and artists.

THE ROLE

We are looking for a program coordinator for the organization of our program groups. As Program Coordinator, you will work closely together with our program chairs and act as a liaison between the Fellows and the team of THE NEW INSTITUTE. The position requires an academic mindset, organizational talent, and enjoyment of working with international fellows.

YOUR RESPONSIBILITIES

Your tasks at THE NEW INSTITUTE will include:

- Coordinating the program groups, in particular:
 - Organizing group meetings as well as workshops and events
 - Organizing guest visits
 - Administrating the program budget
- Researching information relevant for the program work
- Stimulating and organizing activities across programs
- Supporting the external and internal communication and media work by formulating announcements and providing information and materials

OUR REQUIREMENTS

- a Master's degree in international relations, social science, philosophy, political science or a related field with a connection to the programs of THE NEW INSTITUTE
- international experience
- experience in project management
- fluency in German and English, both written and spoken
- high level of motivation and commitment
- service-orientation
- excellent communication skills
- strong team orientation
- time flexibility
- MS Excel and MS PowerPoint skills

Previous work experience is advantageous.

The position will be based in Hamburg, is full-time and initially limited to one year. Start of work: 1 July 2024.

Please email the cover letter “Why THE NEW INSTITUTE?”, certificates, references and résumé, salary expectations, and earliest possible start date in a single PDF document to jobs@thenew.institute.

Application deadline: 1 May 2024.

Any questions can be directed to Max Münz.

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

THE NEW INSTITUTE is committed to a diverse and inclusive workforce. We strongly encourage women, people with disabilities, people of color and gender nonconforming candidates to apply.