

The DFG is the central, independent and self-governing organization for science and research in Germany. It serves all branches of science and the humanities by funding research projects at universities and other research institutions. Jointly financed by the federal government and the 16 states, our mission is to promote scientific excellence by selecting the best research projects on a competitive basis, and facilitating national and international collaboration among researchers.

If you are interested in international higher education and research, and enthusiastic about working in a small team for transatlantic cooperation – “herzlich willkommen”.

As one of the leading organizations in international research funding, the DFG works to intensify cooperation between researchers, scientific and academic institutions and funding organizations across borders. To this end, it has established offices abroad. The DFG North America Office is currently looking for a qualified, outgoing person to join its small team as an

Program Coordinator – Communications and Events

at its New York City location.

This is a part-time position (50% = 20 hours/week) on a permanent basis. The start date is August 1, 2019 or later.

Responsibilities:

- Administrative support (scheduling meetings and travel, drafting documents, answering phones, researching topics and information, etc.)
- Support of event planning and management (supporting networking and outreach events in the New York City area, and facilitating the office's participation in larger conferences, etc.)
- Support of incoming delegation visits (preparing and coordinating the visiting program, including organizational administrative tasks such as making hotel and flight reservations)
- Communication management (supporting the office's online and offline communication, including writing, translating, and editing content in both German and English)
- Promotion and distribution of all communication materials, including digital communication, database and contact management
- Additional responsibilities as requested or assigned by the director

Requirements

- Undergraduate degree, preferably in a relevant field with some international experience
- Excellent command of written and spoken German and English
- Excellent time-management and organizational skills
- Creativity and excellent written and oral communications skills
- Excellent communication and intercultural skills, and ability to work independently as part of a small team
- U.S. citizenship or valid U.S. work visa

The DFG North America Office offers a competitive benefits package, including health insurance. The salary is commensurate with experience and will be based on the German Embassy's standard employment agreement for non-diplomatic staff working at the German missions in the US.

How to apply:

Please apply in writing by July 14, 2019 by submitting your cover letter along with a resume and references via email to Dr. Rainer Grulich, Director DFG North America Office, email: rainer.grulich@dfg.de.