



Job Opportunity: Program Coordinator

The German Center for Research and Innovation New York (GCRI/DWIH) is seeking a full-time **Program Coordinator**.

Anticipated starting date: October 1st, 2017.

The initial contract will be issued for two years with the possibility of renewal.

The Program Coordinator will work closely together with the Executive Director of the GCRI and will be responsible for developing and managing events in accordance with GCRI's primary goals which include:

- Presenting Germany to the North American market as a land of research and innovation
- Enhancing the dialogue between academia and industry in Germany and North America
- Creating a forum for the initiation and enhancement of transatlantic research projects
- Providing an information platform for the German research and innovation landscape

Salary range: USD 82K – 95K depending on experience, plus health and retirement benefits

Requirements:

- Excellent knowledge of science and research institutions in Germany and in the US/Canada
- Master's degree, PhD preferred
- Leadership skills and experience in managing a small team, events and budgets
- Outstanding communications skills in dealing with diverse groups
- Creativity, flexibility, willingness to travel and occasional work during evenings
- Experience with public speaking
- Ability to think strategically
- Fluency in English and German, including strong writing skills in both languages
- Must be a U.S. citizen or Green Card holder (we cannot sponsor a visa)

Application deadline: August 21, 2017.

About the GCRI: Under leadership of the German Academic Exchange Service (DAAD), GCRI receives its funding from the German Auswärtiges Amt (German Federal Foreign Office). GCRI New York is one of five German Houses of Science and Innovation (DWIHs) worldwide and is part of the German government's Strategy for the Internationalization of Science and Research.

Please e-mail your resume and cover letter with the subject line "Program Coordinator GCRI" to:

Ms. Solveig Berkman at berkman@daad.org

No phone calls please.