



Job Opportunity: Program Officer

The German Center for Research and Innovation (GCRI) New York is seeking a full-time, in-house Program Officer. The initial contract will be issued for one year with the possibility of renewal.

Responsibilities:

- Event organization and management
- Accounts payable and receivable
- Budget preparation
- Database management
- General office management and administrative duties

Requirements:

- Fluency in English and German
- 2 - 4 years of work experience in an office environment
- Excellent organizational skills and ability to multitask
- Professional experience with event organization and management
- Self-starter who likes to work in a team
- Must like work with numbers and be very detail-oriented
- Proficiency in Microsoft Office Suite, including Excel
- Knowledge of science and research institutions in Germany and the US/Canada is a plus

Applicants must be U.S. citizens or green card holders (we cannot sponsor a visa)

Salary range: USD 59K – 66K depending on experience, plus health and retirement benefits

Start Date: May 15 or June 1, 2018

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 (DWHs) 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 to:

Ms. Solveig Berkman at berkman@daad.org and to Mr. Gerrit Roessler at roessler@germaninnovation.org with the subject line **“Program Officer GCRI”**

Application deadline: March 31, 2018