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| **Project Coordinator – The Geneva Challenge 2020** |
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| **Starting date:** 13 January 2020 |  |
| **End date:** 10 months (with possibility to extend)  |  |
| **Work percentage:** 50% |  |
| **Location:** the Graduate Institute |  |
| **Remuneration:** | Paid |
| **Application deadline:**  | 24 November 2019 |
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| The Geneva Challenge is an international Masters student contest on advancing development goals. It seeks to bridge the gap between the academic and policy worlds by inviting students to propose a creative and feasible solution to a relevant issue for social and economic development. We are looking for a new project coordinator to work within an energetic team on a wide variety of management, submission evaluation and promotion tasks. He/she will work under the supervision of the Outreach Officer of the Direction and closely with the Institute’s Communication Department, and will also closely liaise with a wide variety of stakeholders within the Graduate Institute and beyond, including partner organisations such as the Kofi Annan Foundation.This is a great opportunity for a creative, dynamic and highly motivated individual with a strong intellectual interest in innovation and development. Our new project coordinator will have the opportunity to develop project management and communication skills within the context of a growing international interdisciplinary contest. He/she will have the opportunity to liaise with high-level figures from international organisation and directors of think tanks who are members of the contest’s Jury, or support the contest in other ways. |
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| **Main activities** |
| * Implementation of online promotion strategy: social media activity (including targeted seeding), website updating, marketing materials, and multimedia content.
* Organisation of the annual award ceremony in September-October with students from different countries as well as high-level UN and academic authorities: planning, promotion, logistic arrangements, and multimedia output
* Research on state-of the art trending development topics of interdisciplinary relevance
* Managing databases of registered students, submissions, and contacts in universities and research centres.
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| **Key skills** |
| * Flexible, well-organised, enthusiastic and charismatic
* Excellent communication skills, both written and oral. Should be able to answer inquiries, draft reports, write news pieces and social media content, and present the contest to a variety of audiences.
* Competence in planning, organising and managing events: meetings of experts, presentation of the finalists, and the awards ceremony
* Excellent understanding of social media, digital communication and online community-building.
* Preferably with experience in using web content management systems, social media tools, and design and/or multimedia software.
* Research interest in trending development issues and policy innovation
* Able to work autonomously.
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| **Education** |
| * Master or PhD student, ideally in development or a related field
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| **Languages** |
| * Fluency in written and spoken English
* Knowledge of additional languages an asset.
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| **How to apply** |
| Interested in this position? Please send us your CV and cover letter in PDF format named as NAME\_Surname\_CV/CL to career@graduateinstitute.ch with “Project Coordinator\_Geneva Challenge 2020” in the subject line. |