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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. | |