



Deutscher Akademischer Austauschdienst
German Academic Exchange Service



The German Academic Exchange Service (DAAD), located in New York City, is looking for a Program Officer, part-time, 20 hours/per week.

GAIN Program Officer

The German Academic International Network (GAIN), is the network of postdocs of all disciplines from Germany, working at leading research institutions worldwide with special focus on the United States and Canada. GAIN helps its members maintain and build their international networks and facilitates transatlantic mobility and cooperation. We inform about career and funding opportunities and recent developments in science policy in Germany. GAIN is a joint initiative of DAAD, the Alexander von Humboldt Foundation (AvH) and the German Research Foundation (DFG), as well as a number of associated members, including the German Rectors' Conference, the Fraunhofer Gesellschaft, the Helmholtz Association of German Research Centers, the Leibniz Association and the Max Planck Society.

Responsibilities will include:

- Creating and editing monthly electronic German-language newsletter
- GAIN Social Media
- Editorial oversight to GAIN website (www.gain-network.org)
- Administrative tasks such as invoicing, cost and budget checking
- Event planning for annual conference and other events
- Other administrative tasks as needed

Requirements:

- Bachelor's Degree, Master's Degree preferred
- Fluency in German and English, native German speaker preferred
- Knowledge of science and research landscape in Germany and the US/Canada
- Outstanding communications skills, experience with Social Media especially LinkedIn
- Familiarity with Wordpress preferred
- Experience with event management preferred
- Excellent organization skills with great attention to detail
- Work permit for the United States (we cannot sponsor a visa)

Salary: \$40.830/year plus benefits. This is a hybrid position with some work from home possible.

Please send resume and cover letter via email to Ms. Solveig Berkman (berkman@daad.de) and Ms. Anna Oberle-Brill (oberle-brill@daad.de) with the subject "GAIN Program Officer".

Application Deadline: Applications will be accepted until the position has been filled.

Anticipated starting date: Summer 2025.

About DAAD: As the German national agency for international cooperation in higher education, DAAD serves to promote international academic relations especially through funding the exchange of students and faculty between Germany and other countries. Supporting over 55,000 individuals a year with competitive grants, DAAD is the largest such organization in the world.