

The Global Young Academy (GYA), the Berlin-Brandenburg Academy of Sciences and Humanities (BBAW) and the German National Academy of Sciences Leopoldina are looking for a

Media Officer (75 %, EG 13 TV L Berlin)

in the **Global Young Academy (GYA) Office**, currently hosted at the BBAW in Berlin, Germany. The position is available from 1 September 2016 to 31 December 2016 with a fixed-term contract and the intention to be extended for up to four years from 1 January 2017, then between 50 and 75% and based in Halle/Saale at the Leopoldina.

The Global Young Academy (GYA) is a vibrant international organisation. It was founded in 2010 with the vision to be the voice of young scientists around the world. The GYA empowers young early- and mid- career researchers to lead international and interdisciplinary initiatives and projects. Its purpose is to promote reason and inclusiveness in global decision-making. Members are chosen for their demonstrated excellence in academic achievement and commitment to service. The Media Officer will serve GYA with its 200 members and a growing network of alumni from around the world and across the disciplines. We search for a person who is eager to learn and help GYA to develop its network and the growing opportunities to be a well respected voice in addressing global challenges. The academy is hosted at the Berlin-Brandenburg Academy of Sciences and Humanities (BBAW) in Berlin until the end of 2016 and will be hosted at the German National Academy of Sciences Leopoldina in Halle/Saale from January 2017 (pending funding). The GYA receives core-funding from the German Federal Ministry of Education and Research (BMBF), is supported by the InterAcademy Partnership (IAP), and benefits from project funding from a variety of other donors and partners. A brief report giving insight into the organisation's major achievements may be downloaded at <http://bit.ly/1L7WbQy> . Learn more at: <http://www.globalyoungacademy.net>

The Media Officer (75%) will be in charge of media production as well as the support and development of the IT infrastructure of the organisation. This includes amongst other things, the following:

- conceptualisation and production of digital and visual media, e.g. print- and online publications
- mediation of the work of the Global Young Academy (i.e. strategic development of media channels of GYA)
- further development of applications of the corporate design and house style
- maintenance and further development of the website and intranet of the GYA
- project management and liaising with the IT department of BBAW/Leopoldina and cooperation with external service providers supporting the GYA with specialised tasks, including issuing corresponding calls for bids
- support of the organisation in further strategic development of the IT infrastructure
- maintenance and further development of digital tools for internal communication and collaboration
- support the membership and working groups in the conceptualisation and implementation of new and improvement of existing media products and digital projects
- user-support of (web-based) software-tools in use within the organisation
- maintenance of web-based software-tools (partially in cooperation with external service providers)
- management of digital communication channels e.g. twitter and facebook
- further tasks related to PR and communication of the organisation

Requirements

- A completed academic education with at least a Master's degree in a relevant subject
- Relevant professional experience in the area media production / design as well as media technology and IT infrastructure, demonstrated through a portfolio of relevant projects (online or as PDF)
- Excellent knowledge of the Adobe Creative Cloud
- Proficient in work with CMS systems and other web-based software
- Ideally prior knowledge in maintaining web-servers and web-based software products
- Fluent command of English and German

- International interest and experience
- Intercultural sensitivity and competencies
- Excellent references and relevant prior experience
- Readiness to travel, mainly internationally
- Thorough knowledge of digital media, including the latest social media platforms
- Excellent written and verbal communication skills
- Creativity, good presentation and organisational skills

The payment will be based on E13 (Angleichungs-TV Land Berlin). The contract will be limited to a term congruent with the current core-funding of the GYA (ending on 31 December 2016). Pending future funding there is the intention for continuing to work with the GYA at the Leopoldina in Halle/Saale on a separate contract from January 2017 (then TVöD-Bund).

The GYA is an equal opportunities employer with commitment to a diverse workforce.

Applicants should submit a detailed cover letter, outlining their motivation as well as relevant professional experience, portfolio of relevant projects (online or as PDF), recommendation letters (or equivalent, such as an Arbeitszeugnis with translation into English) from at least the last 2 employers, a curriculum vitae and copies of degree certificates.

Applications should be submitted in English and sent via email to: info@globalyoungacademy.net

The deadline for applications is 7 August 2016.

Interviews will be held in **the week beginning 15 August 2016 in Berlin**, contract starting 1 September 2016.

Please feel free to contact the GYA Managing Director for more information at info@globalyoungacademy.net, tel: +49-30-20370 631.