

PROJECT MANAGER / PA

CONSTRUCTIVE INSTITUTE IN AARHUS

Constructive Institute wants to help the media Do you want to help us?

Are you structured, thorough and constructive? What about your sense of humor?

Are you fluent in English? And what about Danish, German and other languages? Can you handle the logistics for the workshop in Nairobi and contribute to the development of the research project with a university partner in Berlin? And can you also write and manage the Twitter updates?

Then you should consider joining our team at Constructive Institute in Aarhus. Constructive Institute is an independent journalistic center, founded in 2017 and situated in the center of Aarhus University campus.

Constructive Institute is promoting constructive journalism among journalists and news organizations all over the world. We are working to meet our goals through three core activities; 1. An international fellowship program for Danish and international journalists and editors; 2. Workshops, events and conferences on constructive journalism; 3. Participation in research projects and development of concepts and teaching resources on constructive journalism.

Our goal is to change the global news culture in five years. So, we are in a bit of a hurry. And with a growing number of projects and activities in Denmark, Europe and the world, we need more hands to meet our ambitious goals and to create even more results.

We are looking for a key member of our staff for the position of project manager/PA for the daily management. Preferably by November 1st or as soon as possible hereafter. You will be part of a small but dedicated team based in Aarhus and with a colleague working on our international projects out of Geneva. In addition to the permanent staff, Constructive Institute welcomes 8-12 Danish and international fellows each year for 10 months at a time. The working language is English.

At Constructive Institute we offer an interdisciplinary, international and vibrant work environment with exciting coordination and development projects with a variety of partners – from the UN, over the World Association of Newspapers to regional Danish newspapers and Norwegian NRK.

AREAS OF RESPONSIBILITY AND TASKS

The final job description depends on your skills and competencies but will include:

- Project management; coordination and execution of Danish and international projects
- PA tasks for the management
- Administrative tasks
- Contribution to the development of constructive journalism
- Communication of Constructive Institutes projects, results and news on various media platforms
- Coordination of specific partnerships

YOUR PROFILE

You might be an academic who wants to work with the media and news sector; you might be a journalist who wants to work with project management and politics; or you might represent a third profile. We only expect that

- You are passionate about making a difference – not only to benefit journalism and news media, but also democracy and society as a whole
- You have the skills and abilities to cooperate with people across disciplines, sectors and institutions in the media world and academia
- You are open, honest and conscientious
- You can multitask, prioritize and execute
- You are positive minded and can contribute to an informal work environment where it is fun going to work and where we create results together
- You have experience with project management
- You have a relevant education at minimum bachelor's level
- You are independent, entrepreneurial and goal-oriented – both when working on strategic projects and the daily practical chores
- You master English and preferably Danish in the highest level – both in writing and speaking
- You are a skilled user of IT and social media and have worked with layout and graphic design

PRACTICAL INFORMATION

You can find further information at www.constructiveinstitute.org or you can contact CFOO Peter Damgaard Kristensen at +45 5149 0960 / e-mail: pd@constructiveinstitute.org or CEO Ulrik Haagerup via e-mail: uh@constructiveinstitute.org.

Send your application, CV, relevant documents and recommendations via e-mail:

job@constructiveinstitute.org

You can write your application in either Danish or English.

The application deadline is Sunday 14 October 2018. Interviews will be conducted on 23-24 October 2018.