

**Position**

Program Manager Research  
80-100 %, January -May 2018 (maternity cover)

**The Jacobs Foundation**

The Jacobs Foundation is one of the world's leading charitable foundations dedicated to facilitating innovations for children and youth. The Foundation was established in 1989 by Klaus J. Jacobs and his family to benefit future generations by providing young people with better opportunities for development. The Jacobs Foundation supports research and intervention of the highest quality leading to significant and vital outcomes for children and youth worldwide. The foundation promotes public dialogue by connecting people from the fields of science, policy, society and economy, creating platforms for discussion and raising awareness for the needs and opportunities to improve the living conditions of next generations. [www.jacobsfoundation.org](http://www.jacobsfoundation.org)

**Responsibilities and Tasks**

As a maternity cover for the period from January-May 2018, the Foundation is looking for a Program Manager (80-100 %) with the following responsibilities and tasks:

- Management of the Foundation's Young Scholar Programs
- Participation in the editorial team of <http://bold.expert/>
- Support of the Foundation's Research team in
  - Review of applications in the Jacobs Foundation Research Fellowship Program
  - Preparation and organization of the Jacobs Foundation Conference in April 2018;
  - Preparation and organization of Jacobs Foundation Research Fellowship Meeting in April 2018;
  - Conception and preparation of Foundation Young Scholars Alumni Meeting in August 2018;
- Development of Knowledge Documents in collaboration with researchers supported by the Foundation

**Profile**

We expect the following qualification and experiences:

- Master's degree or equivalent
- Experience in the areas of research and foundation management and/or in child and youth development
- Experience in science journalism/writing
- Advanced MS Office skills
- Excellent language skills in German and English

If you are interested in this position and in joining us, we look forward to receiving your application. Please send your application by 31 October 2017 to the following address:

Simon Sommer  
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Jacobs Foundation  
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