



Deutscher Akademischer Austauschdienst
German Academic Exchange Service



Job Announcement: Program Officer (full-time)

The German Center for Research and Innovation San Francisco (DWIH) is currently seeking a well-organized and team-oriented person to join us as **Program Officer** for our newly established branch. This is an in-house position with the possibility to work remotely.

Anticipated start date: asap.

The initial contract will be issued for one year with the possibility of renewal.

The **Program Officer** will be responsible for accounting and administration which include:

- Developing and managing events
- Identifying speakers and relevant topic according to the DWIH-agenda
- Accounts payable and receivable
- Budget preparation
- Database management
- General office management and administrative duties
- Commitment and a structured and independent approach to work

Requirements:

- Fluency in English and German
- Excellent organizational skills and ability to multitask
- Professional experience with event organization and management
- Self-starter who likes to work in a team
- Must like to work with numbers and be very detail-oriented
- Proficiency in Microsoft Office, including Excel
- Knowledge of science and research institutions in Germany and the US/Canada is a plus
- Must be a U.S. citizen or Green Card holder.

Application deadline: Applications are accepted until the position is filled.

Salary range: \$63,000-66,000 during first 6 months, \$70,000-74,000 thereafter. Regular salary adjustments, 401k, health insurance, paid vacation and sick leave.

About the DWIH: Under the leadership of the German Academic Exchange Service (DAAD), DWIH receives its funding from the German Auswärtiges Amt (German Federal Foreign Office). DWIH San Francisco is one of six German Houses of Research and Innovation (DWIH) worldwide and is part of the German government's Strategy for the Internationalization of Science and Research.

Please e-mail your resume and cover letter with the subject line "Program Officer DWIH" to: Dr. Zahar Barth-Manzoori at Barth-Manzoori@daad.de.