



Bundesverband RIAS e.V., Postfach 580 350, 10413 Berlin

## **Project employee for the European Network on Monitoring Antisemitism (25 - 30 weekly working hours)**

The Bundesverband RIAS e.V. is coordinating the establishment of a "European Network on Monitoring Antisemitism" within the framework of a grant from the "Citizen, Equality, Rights and Values" program of the European Commission. Together with Jewish partner organizations from Austria and Poland, a transnational civil society network for the recording and documentation of antisemitic incidents will be established by the end of 2024. It is intended to include further partners in the second year of the project. With the help of a database software operated by the Bundesverband RIAS e.V., the network will record and document antisemitic incidents in a standardised manner, thus enabling cross-national comparisons for the first time.

The Bundesverband RIAS e.V. is looking for a project employee as soon as possible, who will organise the network build-up. **The position is 25 - 30 working hours per week and is initially limited until 31.12.2024** with the prospect of extension. Remuneration is according to TVöD Bund, pay grade 12-2 (depending on professional experience, higher grouping/classification possible).

### **Your responsibilities will include the following**

- project representation internally and externally
- support of the project coordinator in operational, strategic and content-related project management
- developing the network's mission statement and working principles
- contact person for liaison person of the project partners
- coordination and implementation of meetings, workshops, events, trainings, etc.
- controlling / monitoring project progress and reporting to project coordinator
- writing of quarterly progress reports
- conception as well as operational and strategic management of public relations
- cooperation with the project coordinator, project assistance and grants manager
- monitoring the compliance with data protection law
- responsible for knowledge management within the network
- communication with / coordination of associated partners and new partners from different countries

### **Your Professional profile and expertise**

- university degree, preferable in the field of social or political science
- several years of professional experience in a management or coordination position, if possible with a non-governmental organisation or an internationally active organisation or Jewish institution

- expertise in the field of antisemitism
- experience in dealing with media representatives and social media
- distinct ability to quickly familiarise oneself with complex topics and processes and to prepare them in a generally comprehensible manner
- high sense of responsibility and ability to work in a team
- high ability to work under pressure and willingness to perform
- distinct communication and networking skills
- basic knowledge of financial project management
- very good written and spoken English (other languages would be an advantage)

**We offer:**

- Salary according to TVöD Bund EG 12 (higher grouping/classification possible depending on qualifications).
- Challenging and responsible work in a non-profit, growing and dynamic NGO with a friendly team of currently 12 staff members.
- The opportunity to build up the first European-wide network on documenting and recording antisemitic incidents.
- Perspective with long-term employment (depending on project approvals) and opportunities for professional development.
- Workplace in the German capital, possibility to work from home office.

We have set ourselves the goal of promoting women professionally in accordance with the BGlG. Women are therefore expressly addressed and asked to apply. The Bundesverband RIAS e.V. also takes other diversity criteria into account when awarding positions.

We look forward to receiving your informative application with the usual documents in a **PDF file by 30.04.2023 by email, indicating "Application EU Liaison" to [bewerbung@rias-bund.de](mailto:bewerbung@rias-bund.de)**. Please also indicate the earliest date from which you can start working at Bundesverband RIAS.

Your contact person for questions is Benjamin Steinitz: [benjamin.steinitz@rias-bund.de](mailto:benjamin.steinitz@rias-bund.de)

The interviews are expected to take place in the first half of May 2023 if possible in presence (otherwise digitally).

By sending us your application documents, you give us your consent to process the personal data you have sent us for the purpose of carrying out the application procedure (cf. Art. 6 DSGVO; see also Section 32 BDSG). Your electronically transmitted data will be deleted no later than six months after completion of the application process, unless it is still required for the purpose of employment. All further information on data protection can be found in our data protection declaration at: <https://www.report-antisemitism.de/privacy>