



ALFRED-WEGENER-INSTITUT
HELMHOLTZ-ZENTRUM FÜR POLAR-
UND MEERESFORSCHUNG



The Alfred Wegener Institute Helmholtz Centre for Polar and Marine Research (AWI) is a member of the Helmholtz Association (HGF) and funded by federal and state government. AWI focuses on polar and marine research in a variety of disciplines such as biology, oceanography, geology, geochemistry and geophysics thus allowing multidisciplinary approaches to scientific goals.

APECS Project Officer in Polar Research (m/f/d)

Background

The **Association of Polar Early Career Scientists** ([APECS](#)) is an international and interdisciplinary organization for undergraduate and graduate students, postdoctoral researchers, early faculty members, educators and others with interests in the polar and alpine regions and the wider cryosphere.

INTERACT is an EU Horizon 2020-funded infrastructure project of terrestrial research stations throughout the Arctic and adjoining forest and alpine regions. The project specifically seeks to build capacity for research and monitoring all over the Arctic, and is offering access to currently 88 research stations through the Transnational Access Program. INTERACT also aims to provide a long-term legacy by mentoring and educating the next generation of researchers.

The Association of Polar Early Career Scientists (APECS) hosted by the Alfred Wegener Institute, Helmholtz Centre for Polar and Marine Research (AWI) is a project partner and involved in creating educational resources for INTERACT.

Tasks

You will...

- be a member of the APECS International Directorate Office at AWI and will be coordinating the APECS tasks in INTERACT III which include but are not limited to the development of educational information material (organising, coordination, content development), evaluate surveys and assessments and participating in project meetings.
- support and work with a group of volunteers as part of the project tasks.
- facilitate APECS activities and support the APECS International Directorate Office in its daily routine including preparation of newsletters and reports, website posting, facilitating teleconferences and support project groups in the APECS Council where needed.

Requirements

- Master in any science discipline related to Arctic research
- Experience in project management

- Strong written communication skills and evidence of experience in writing reports, and planning and scoping documents
- Successful work in international project teams
- Excellent English language skills
- Willingness for national and international occasional travel (project meetings and workshops)

Desirable skills and knowledge

- Previous experience from EU projects
- Experience in managing volunteers
- Experience in organizing online and in-person training activities/workshops and webinar series
- Experience in development of information/education material (e.g. factsheets, guidelines, training material or similar)
- Experience in planning, content development, and coordinating of training activities (e.g. summer schools, webinars or similar courses)
- Experience in survey design and analysis

Further Information

For further information, please contact **Dr. Josefine Lenz** (Josefine.Lenz@awi.de; +49(331)288-2219).

This is a full-time position, limited to 11 months. It is also suitable for part-time employment. The salary will be paid in accordance with the Collective Agreement for the Public Service of the Federation (Tarifvertrag des öffentlichen Dienstes, TVöD Bund), up to salary level **13**. The place of employment will be **Potsdam**.

The AWI is characterised by

- our scientific success - excellent research.
- collaboration and cooperation - intra-institute, national and international, interdisciplinary.
- opportunities to develop – on the job, aiming at other positions and beyond AWI.
- a culture of reconciling work and family – an audited and well-supported aspect of our operation
- our outstanding research infrastructure – ships, stations, aircraft, laboratories and more.
- an international environment – everyday contacts with people from all over the world.
- having an influence – fundamental research with social and political relevance
- flat hierarchies – facilitating freedom and responsibility
- exciting science topics, with opportunities also in technology, administration and infrastructure

Equal opportunities are an integral part of our personnel policy. The AWI aims to increase the number of female employees and therefore strongly encourages qualified women to apply.

Disabled applicants will be given preference when equal qualifications are present.

The AWI fosters the compatibility of work and family in various ways and has received a number of awards as a result of this engagement.

We look forward to your application!

Please forward your application by **December 7th 2020** exclusively [online](#).

Reference number 20/136/D/Dir-b