

## Job Posting: Assistant Project Manager (Temporary/Family Leave Cover)

### Who we are:

The Rosa Luxemburg Stiftung, Inc. is the U.S. affiliate of the Rosa Luxemburg Stiftung, an internationally operating, progressive non-profit institution for civic education in Berlin; Germany. The Foundation's New York Office opened in fall 2012. It serves two major tasks: to work on issues concerning the United Nations (UN), including collaboration with people and political representatives from the Global South, and to work with U.S. and Canadian progressives in universities, unions, social movements, and progressive institutions.

### Whom we are looking for:

RLS-NYC is hiring a **temporary Assistant Project manager** to join our team starting in **November until June 30, 2022**. Job duties will include, but are not limited to:

- supporting the development and execution of projects
- assisting with project documentation
- keeping our website [rosalux.nyc](http://rosalux.nyc) up to date
- helping run our social media accounts
- assisting in the planning and running of events

### Qualifications:

- Four-year degree in political science, history, social justice or other related field or three years' work experience
- Knowledge in the field of international as well as of U.S. and Canadian politics
- Experience working with progressive institutions and movements
- Knowledge of WordPress
- Knowledge of Adobe Photoshop and InDesign
- Experience in project management, especially running in-person and online events
- Knowledge of German an asset

### Salary:

Successful candidate will be paid the equivalent of \$68,000/yr.

### How to apply:

Send your cover letter and resume to [andreas.guenther@rosalux.org](mailto:andreas.guenther@rosalux.org) by October 22.

Only shortlisted candidates will be contacted.

U.S. work permit required.

The Rosa Luxemburg Stiftung, Inc., is an equal opportunity employer.