



## **T7 Program Coordinator at the Global Solutions Initiative Foundation gGmbH**

The Global Solutions Initiative Foundation (GSI) is currently looking for a **T7 Program Coordinator** (d/f/m) to support GSI's coordination of the T7 process during **Germany's G7 presidency 2022**.

**Form of Employment:** Full time

**Starting Date:** Earliest possible date

**Duration:** Limited until 30/09/2022

**Location:** Berlin, Germany

Strengthening economy, trade and society in times of global pandemic, protecting natural livelihoods, digital transformation and cooperation of value-driven democracies are the major tasks of the G7. In this process, the GSI together with the German Development Institute (DIE) will lead the T7 (Think 7), the group of leading think tanks that independently advise the G7. The T7 presidency will include international workshops and conferences to discuss policy recommendations from leading Think Tanks for the world's most pressing challenges. The Program Coordinator will oversee and coordinate all T7 related activities of the GSI and serve as first point of contact in T7 related matters.

### **Responsibilities:**

- Support in identifying the most relevant themes and personalities for T7 Task Forces and events
- Coordinate the collaboration of researchers in the T7 Task Forces, oversee the T7 Policy Brief process and serve as first point of contact for Task Force Co-Chairs and members
- Conceptualize and coordinate the T7 Inception Conference (24-25 /01/2022) including conception and coordination of panels and Task Force sessions in consultation with partners and service providers
- Coordinate the invitation process of the T7 Inception Conference: invite speakers and participants, serve as liaison for speakers and closely cooperate with the speaker management as well as the event team
- Support in integrating T7 matters in the Global Solution Summit on 28/29 March 2022
- Support T7 communication and website together with the communications team
- Work at the interface between our partner and research network, the event and communication teams

### **Qualifications:**

- Masters degree in a field relevant to global problem-solving
- At least 3 years professional experience ideally in Think Tank or academic environment
- Excellent project management and communication skills
- Experience in community management
- Experience in conceptualizing and organizing conferences
- Expertise in the G7 process, multilateralism and global economic developments is an asset
- Ability to work as part of a team and high level of personal initiative in a growing organization
- IT skills including MS Office, preferably Wordpress and Mailchimp
- Fluency in written and spoken English, good skills in German
- Willingness to travel

### **About the GSI**

The Global Solutions Initiative Foundation is a global collaborative enterprise to propose policy responses to major global problems, addressed by the G20, the G7 and other global governance fora. Our activities include amongst others the Global Solutions Summit, the G20 Insights Platform, international workshops and conferences, and the Global Solutions Journal.

Applications should include a cover letter indicating your **availability, expected salary, CV and relevant degrees**. Applications are to be sent as PDFs (preferably in one file) to **Bridie France** ([bridie.france@global-solutions-initiative.org](mailto:bridie.france@global-solutions-initiative.org)).