Senior Project Manager
#everynamecounts (m/f/x)

The Arolsen Archives are an international center on Nazi persecution with the world’s most comprehensive archive on the victims and survivors of National Socialism. Headquartered in Bad Arolsen, we also have an office in Berlin. Our employees live and work all over Germany, in Austria, and in Poland. We are open to new perspectives and are looking for an experienced project manager with ideas of their own.

The #everynamecounts project https://enc.arolsen-archives.org/en/ is an initiative of the Arolsen Archives that aims to raise public awareness of different manifestations of racism, discrimination, and antisemitism in order to empower people to identify them and speak out against them.

We want to harness the power of crowdsourcing to build a “digital memorial” so that future generations can remember the names and identities of the victims of Nazism.

We want to engage in educational work and encourage Generation Z to play an active role in building a democratic, diverse society.

We want to stand up for respect, diversity, and democracy, because the reasons for persecution are not a thing of the past.

To enable us to achieve these goals, we are looking for a Senior Project Manager to operate at the interface between senior management, public relations, data management, and educational work and provide the necessary knowhow and pragmatism to help us implement various sub-projects within the #everynamecounts project.

Your responsibilities:

- Management responsibility for one or more sub-projects in the following fields: events (focusing on digital events), campaigns (print, digital, TV), education, internal communication, outreach, website
- Development and implementation of new and existing formats (focusing on digital formats) within the framework of #everynamecounts
- Coordination and management of a team
- Cost calculation, time planning, and budget planning
- Quality management
- Supervision of external service providers
- Preparation of briefings and minutes, concepts and presentations
- Financial controlling and evaluation of progress towards goals on the basis of defined metrics and key figures
Your profile:

- Identification with the goals of #everynamenecounts and the mission of the Arolsen Archives
- A university degree in marketing / communication / business administration or a comparable qualification
- At least three years of experience in project management (with a digital focus)
- Experience of managing projects and campaigns (preferably in an agency environment)
- Experience with common tools for communication and project management
- Experience of financial controlling
- An interest in the following topics: human rights, democracy promotion, and anti-discrimination
- Conceptual, analytical, and structured thinking and the ability to act in the same manner
- Good knowledge of all Office programs
- Ability to express yourself very well in speech and in writing, both in English and in German
- Exceptional communication skills and exceptional organizational skills
- Ability to work in a team and to work under pressure, a capacity for enthusiasm

More than just a job:

Achieving the right work-life balance is important to us. By making this our guiding principle, we enable you to develop a successful career that combines personal satisfaction, team work, and individual responsibility. We also offer good prospects in an international environment, as well as:

- Varied and interesting tasks which are also socially relevant
- Active involvement in shaping the position and the opportunity to take responsibility for your own actions
- Team-oriented organizational culture, diversity, and an open and friendly atmosphere
- Family-friendly working hours flexible enough to meet individual requirements
- A range of hybrid work models plus the option to work 100% from home (fully remote)
- Office equipment for remote workers

The work we do fosters recognition of social diversity, and we promote diversity and inclusion among our employees.

Compensation and benefits:

Arolsen Archives staff are employed under the collective agreement TV AL II*). The conditions include a 38.50-hour working week, holiday and Christmas bonuses, 30 days of paid annual leave, and a company pension scheme. This position is assigned to salary bracket C-7**).

Start: as soon as possible, ideally April 1, 2022. This temporary position will last until December 31, 2023.
Disabled candidates (m/f/x) will be given preference over other equally qualified applicants.

**Are you interested?**

Would you like to join our creative team and make an active contribution to our culture of remembrance? Please submit your written application by **March 4, 2022**, to hr@arolsen-archives.org. We only accept applications in PDF format.

If you have any questions, please contact:
Ms. Sonja Pösel, Project Manager for #everynamecounts, sonja.poesel@arolsen-archives.org

*) You can find more information on the TV AL II collective agreement [here](#)

**) View the salary table [here](#) under § 63

Data protection information:
By submitting your application, you agree to your personal data being collected and stored for the purposes of the application process and, if applicable, the recruitment process. We treat this data with the utmost care in accordance with the legal provisions on data protection.