The Max Planck Institute for Brain Research (http://www.brain.mpg.de) in Frankfurt am Main focuses on basic research on neural circuits in the brain. We offer a stimulating, interdisciplinary and international environment for research and training. Together with our partners Goethe University, ESI, FIAS and the MPI of Biophysics we run an international PhD program called International Max Planck Research School (IMPRS) for Neural Circuits (https://brain.mpg.de/graduate-studies/faculty.html). Communication of our research and public outreach are also very important to us.

We are seeking, at the earliest possible date, an experienced and motivated

**Project Coordinator (m/f/d) (for IMPRS and Public Relations)**

In your role as IMPRS Coordinator you will be responsible for the management of our PhD program. This includes coordinating between the involved institutions to facilitate the recruitment and selection of top international PhD students. You will assist students in organizational matters and organize scientific and social events. In addition, you will be responsible for the worldwide promotion of the program, the management of the course program in cooperation with the scientific faculty and all financial and administrative matters associated with IMPRS.

Your area of responsibility as a PR coordinator will include all PR activities of the institute, from conception to implementation and evaluation. This includes composing press releases on current research and press monitoring, answering press inquiries, managing the institute's social media channels as well as the inter- and intra-net site, creating flyers and brochures, and organizing outreach events for the press and the public. You will be a contact person for the central PR department of the Max Planck Society and participate in the Society's PR network.

We seek an enthusiastic, proactive person who works independently and has excellent communication and organizational skills. A good knowledge of English and German, both written and spoken, is mandatory. The willingness to take on further individual projects is expected. International experience in education and research is highly desirable. Preferably, you hold a graduate degree in the life sciences and have already worked in a scientific or educational environment. Prior experience in the PR sector and with content management systems are advantageous. Our ideal candidate loves sciences and has a talent to communicate our passion for research to non scientists.

We offer an interesting, versatile position in a young and international environment, a salary commensurate with your qualifications and responsibilities, various employee benefits, a family-friendly culture at the institute and opportunities for further training. The position will initially be for 2 years.
For further information on the position, please contact Dr. A. Berken (+ 49 698500332002).

MPIBR is committed to diversity and inclusion and aims to increase the percentage of women in areas where they are underrepresented. We therefore explicitly encourage women to apply. Persons with disabilities and comparable qualifications receive preferential status.

Please submit your application in English before March 16th, 2019 as a single pdf-file by email to:

Max Planck Institute for Brain Research
- Human Resources -
Max-von-Laue-Straße 4
60438 Frankfurt am Main
Email: hr@brain.mpg.de