



Institute of Global Value Inquiry

IGVI is filling the position of a
Communications & Publications Manager
From February 1st, 2025

Your challenge:

You will be responsible, in close coordination with IGVI's board of directors, for facilitating communication inside the organization and for communicating the fulfillment of the organization's mission to the public. In particular, this will include the following three tasks. Your first and main task will be the management of the Institute's main publication outlet, the Journal of Global Value Inquiry, which will appear bi-annually from 2026 onwards. Managing the journal will include acquisition and submission processing, editorial and reviewer management, and copyediting for online publication. Second, you will assist with the organization of IGVI discussion and conference formats (both virtual and in-person), Third, you will be responsible for content management for IGVI's homepage, for the administration of newsletters, and for editorial assistance with other, more irregular publication formats.

Your profile:

You have excellent native English language skills and are a self-motivated, reliable personality with a communicative character and a team-orientated and meticulous working style. Your pragmatic and independent attitude is paired with strong editorial and copyediting skills and correlated experience, and an interest in and willingness to gain familiarity with interdisciplinary research into the global formation and contestation of values and norms. You have completed at least an undergraduate degree in philosophy or a neighboring subject in the humanities or social or political sciences. Technical knowledge in the administration of a homepage will need to be acquired, but is not necessary when starting the job. Command of the German language is not essential when starting the job.

Your opportunity:

You will have the opportunity to develop and expand the communications and publications department of a recently founded, internationally active research institute with excellent prospects in an important position. The position with a regular weekly working time of 20 hours and a flexible working schedule, taking into account the tasks involved, is initially limited to two years, but will be made permanent if successful. Office space in the center of Berlin can be provided, if needed. However, the position can largely be carried out remotely from any location in Germany. Remuneration will be based on performance and experience. IGVI strives to achieve equal representation of women in the organization, which is why they will be given preferential consideration if equally qualified.

Please send your exclusively digital application (including a CV with references, proof of editorial and copyediting experience and details of your salary expectations) **by the 6th of January 2025** to the acting director of IGVI, Dr. Valentin Beck: valentin.beck@igvi.org.

The Institute of Global Value Inquiry (IGVI) is a non-profit foundation based in Berlin that promotes interdisciplinary research into the formation and contestation of values and norms, from a global perspective.