Are You JNI’s New Projects Officer?

We’re looking for someone who loves being organised, is comfortable with data and interested in the future of journalism.

You have excellent operational and relationship building skills and you take pride in creating systems that work.

The core goal of this role is to support the development of JNI’s projects and deliver excellent experiences for people involved with our programs. Supporting both the Grants and Education Directors you’ll manage our systems and ensure contacts, contracts and project details are all up to date. You’ll also create regular reports for our projects.

ABOUT US
This is a key role on a small team with a mission to support quality journalism and great ideas. Quality journalism makes sense of the world, in ways that are accurate, independent, original and consequential. Great ideas, and the discussion and debate of them, helps societies to respond to complex challenges and realise opportunities that arise in the world.

ABOUT YOU
You have a good eye for detail and gain a lot of satisfaction from seamless execution. You enjoy the practicalities of bringing ideas and initiatives to life. You are interested in journalism and enjoy corresponding with journalists and media professionals. You write clear and concise communication materials.
The Projects Officer will be responsible for:

Grants database management
You will be responsible for maintaining our internal database to ensure our projects are up to date and on track.

Operations
You'll work across the planning and delivery of education and grant initiatives taking the operational lead on selected projects. You'll also coordinate external venues, travel and accommodation where required.

Budgets and Contracts
You'll work with key members of the team to ensure budgets are submitted on time and contracts are in good shape before they are signed.

Reporting
You'll use internal data to track and surface key metrics. You'll also prepare basic data reports, so they are ready for analysis by the team. This includes preparing impact reporting across grant and education projects.

Relationships
Oversee participant invitations and RSVP's for grants and education projects. You'll ensure our CRM is up to date and schedule correspondence with stakeholders.

Research
Undertake due diligence on potential partners including research on similar projects. Support Grants and Education Directors to scope costs, logistics or partners projects.

KEY SKILLS

• Operational Ability
You can keep a thousand balls in the air because you have everything in a system.

• Team Work
You are able to manage multiple stakeholders and partners and keep everyone on track to deliver on time. You thrive working within a small, respectful and highly productive team.

• Financial Competency
You love spreadsheets!

Submit an updated resume and brief cover note outlining your suitability for the role to enquiries@jninstitute.org