

Job Posting

CREATIVE CONTENT AND ALUMNI RELATIONS MANAGER

Who we are:

The German International School Washington D.C. is a leading international school in the Washington DC metro area. For 60 years, GISW has been teaching children from preschool through twelfth grade. Aside from being the first MINT-EC school in the USA, GISW offers a U.S. High School Diploma as well as a German International Abitur (DIA) to its students.

The German International School Washington D.C. is seeking a Creative Content and Alumni Relations Manager for its bilingual Preschool to 12th grade school located in Potomac, MD.

OPENING:	Immediate
DESCRIPTION:	<ul style="list-style-type: none"> • Maintains the alumni database and strengthens the alumni network through communications and events • Promotes GISW at local private school fairs (i.e. World Bank, IMF) at the annual EU Open House alongside the Director of Enrollment Management • Collaboratively with the Communications Director develops and implements marketing strategy • Supports Advancement Director and Director of Enrollment Management with planning and organizing events, such as Open House, In-House Open-House, Welcome Night, etc. • Graphic Design and video production to support Communications Director with Digital and print marketing materials, social media posts, as well as the yearbook and other internal publications • Implements website updates and maintenance under guidance of Communications Director • Supports Advancement Director with fundraising efforts such as the Annual Giving Campaign and 5k Oktoberfest Run • Attendance required during some evening and weekend events and meetings • Supports Educational Community Events • Creates and ensures supply of Admissions materials • Works on special projects and research related to Admissions as determined by the Communications Director • Promotes parent volunteer opportunities and maintains a clear volunteer list • Additional duties as assigned.
REQUIREMENTS:	<ul style="list-style-type: none"> • 3–5 years of experience in mass communications or related field • Bachelor’s Degree from an accredited University in mass communication or related field • Strong ability to promote and market GISW to drive enrollment and fundraising

	<ul style="list-style-type: none"> • Able to manage multiple tasks simultaneously with frequent interruptions • Able to work independently with close attention to detail • Able to coordinate and support events • Customer-service oriented • Self-motivated • Experience with data management (spreadsheets, Microsoft office package) • Social Media experience • Create a welcoming positive environment school wide • Familiarity with German culture; proficiency in English and German strongly preferred • Authorized to work in the U.S. for any employer <p>*If considered for the position, candidates will be required to submit a design portfolio and writing samples</p>
Benefits:	<ul style="list-style-type: none"> • Health, Dental and Vision Insurance • Personal Leave • Sick Leave • Paid Holidays • Employer paid Disability Insurance • Retirement Plan with generous employer match <p>*Benefits may vary depending on employment status*</p>
To Apply:	Please submit your application to jobs@giswashington.org .
	<p><i>The German International School Washington D.C. does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, marital status, age or disability in the administration of its hiring, educational policy, admissions, financial aid practices, or of its athletic and other school-administered programs.</i></p>

Potomac, October 2021