

Job Posting

CREATIVE CONTENT AND COMMUNITY ENGAGEMENT COORDINATOR

Who we are:

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

The German International School Washington D.C. is seeking a Creative Content and Community Engagement Coordinator for its Preschool to 12th grade school located in Potomac, MD.

OPENING:	Immediate
DESCRIPTION:	<ul style="list-style-type: none"> • Supports Advancement Director with maintaining the alumni database and strengthening the alumni network • Supports- Director of Enrollment Management in representing GISW at local private school fairs (i.e., World Bank, IMF) at the annual EU Open House • Collaboratively with the Communications Director develops and implements marketing strategy • Supports Director of Enrollment Management and Advancement Director with planning, organizing and executing 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 • Assists Advancement Director with internal and external fundraising efforts and implementation of sponsorship outreach strategy • Works on special projects and research related to Admissions, Advancement, and Communications • Reports to the Communications Director. Additional duties as assigned. • Attendance required during some evening and weekend events and meetings
REQUIREMENTS:	<ul style="list-style-type: none"> • 2-3 years of experience and Bachelor’s Degree in educational administration, office administration, graphic design, mass communications, marketing, public relations, or similar related field • High proficiency in Microsoft Office, Adobe Creative Suite, esp. Photoshop, Illustrator, InDesign • Proficiency in Blackbaud and Canva preferred • Track record of producing impactful social media content and fluency in all social channels, with a deep working knowledge of Instagram, facebook, twitter, LinkedIn and YouTube

	<ul style="list-style-type: none"> • Solid understanding of branding • Able to manage multiple tasks simultaneously • Able to work independently with close attention to detail • Able to coordinate and support events • Highly self-motivated and customer-service oriented • Understanding of German culture; proficiency in English and German is required • 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>

Kind regards,

Potomac, March 09, 2022

Annegret Jung-Wanders, OStD'
Head of School