

Job Posting

EVENTS 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 an Events and Community Engagement Coordinator for its Preschool to 12th grade school located in Potomac, MD.

OPENING:

Immediate

DESCRIPTION:

- Works with the Advancement Director in maintaining the alumni database and establishing the alumni network
- Represents 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 Director of Enrollment Management and Advancement Director with planning, organizing and executing events, such as Open House, In-House Open-House, Welcome Night, etc.
- Works with the Advancement Director to create sponsorship outreach strategy to fund events
- Works on special projects and research related to Admissions, Advancement, and Communications
- Additional duties as assigned
- Attendance required during some evening and weekend events and meetings

REQUIREMENTS:

- 2-3 years of experience and Bachelor's Degree in educational administration, office administration, communications, marketing, public relations, event management and planning, program coordination 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 sponsored events
- Solid understanding of branding
- Able to manage multiple tasks simultaneously
- Able to work independently with close attention to detail
- Able to organize and coordinate events
- Highly self-motivated and customer-service oriented

	<ul style="list-style-type: none"> • proficiency in English (written and verbal) is required • Understanding of German culture; proficiency in German is preferred • Authorized to work in the U.S. for any employer
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 .
	<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>