

## Job Posting

### PART-TIME ADMINISTRATIVE ASSISTANT

The German Language Saturday School at the German International School Washington D.C. is seeking an Administrative Assistant for the school office (part-time appr. 20 hours per week).

**OPENING:**

Immediate

**GENERAL INFORMATION:**

It is required to be at school 3 days per week, incl. Fridays and Saturdays.

**DESCRIPTION:**

The responsibilities of this position include:

- Provides customer service for daily operation
- Supports staff to manage the online registration database
- Coordinates fundraiser activities
- Provides technical support to students, families, and staff
- Assists with the organization conferences, workshops, events, and ceremonies
- Responsible for office supply inventory
- Supports various promotional events
- Creates graphic designs for marketing materials
- Creates digital questionnaires
- Manages social media accounts
- Supports to prepare summer camp applications for Maryland Department of Health
- Supports Summer Camp Director with administrative and operational tasks

**REQUIREMENTS:**

- 2-4 years of experience in professional work setting; school experience preferred
- Strong interpersonal, communication, writing and organizational skills
- Comfortable with Microsoft office, Google forms, Social Media
- Excellent attention to detail
- Fluency in German and English – written and verbal required
- Authorized to work in the U.S. for any employer

**BENEFITS:**

- Health, Dental and Vision Insurance
- Personal Leave
- Sick Leave
- Paid Holidays
- Employer Paid Disability Insurance

	<ul style="list-style-type: none"><li>• Retirement Plan with generous employer match</li></ul> <p><i>*Benefits may vary depending on employment status*</i></p>
<b>TO APPLY:</b>	Please submit your application to <a href="mailto:khopkins@giswashington.org">khopkins@giswashington.org</a> .
	<p><i>The GLC and 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>