

Job Posting

PART-TIME ADMINISTRATIVE ASSISTANT

OPEN TO APPLICATIONS FROM CURRENT STAFF AND SUBSTITUTES

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

OPENING:	Immediately
GENERAL INFORMATION:	At least two days per week are required to be in the office; including Fridays and Saturdays Pay range: \$25 – \$26 per hour
DESCRIPTION:	<p>The responsibilities of this position include:</p> <ul style="list-style-type: none"> • 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 of conferences, workshops, events, and ceremonies • Responsible for administrative tasks including office supply inventory • Supports various promotional events • Creates graphic designs for marketing materials • Creates digital questionnaires • Manages social media accounts
REQUIREMENTS:	<ul style="list-style-type: none"> • 2-4 years of experience in professional work setting • Strong interpersonal, communication, writing and organizational skills • Experience with Microsoft Office Suite incl. Forms, Social Media, design software, Adobe, InDesign • Fluency in German and English at C1/C2 level • Authorized to work in the U.S. for any employer
BENEFITS:	<ul style="list-style-type: none"> • 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 khopkins@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>

March, 2026

Kind regards,

Carsten Apsel, OStD
Head of School