



Job Opening

The German Embassy in Washington is seeking to fill a position for a locally employed “**Social Secretary**” to serve on its protocol team, **starting at the earliest possible date.**

The position will mainly include the following duties and responsibilities:

Independent planning, and execution of high-level events hosted by the Ambassador. The successful candidate will

- Serve as Social Secretary
- Receive guests at high-level diplomatic and social events at the Ambassador's Residence
- Manage guest lists, the invitation process and seating strategy for multiple events at any given timeframe
- Advise the Ambassador on U.S. and German protocol
- Collaborate with contacts within the Embassy, as well as externally to develop new events

Candidates should meet the following requirements:

- Strong understanding of Washington, DC's society and culture
- Fluency in German and English
- Event management and protocol experience
- High-level of attention to detail, and strong organizational skills
- Ability to work in a team and demonstrated knowledge of intercultural communication, and ability to work under pressure
- Advanced skills using event software
- Ability to work both nights and weekends (overtime compensated)
- BA/Associate Degree or completed vocational training

Contract conditions and compensation are based on the standard employment agreement for nondiplomatic staff at the German foreign missions in the U.S. and on the corresponding pay scale. Payment is based on a **30 hour week with additional compensation for overtime work** at evening events.

Applicants who are not U.S. citizens must have a pre-existing U.S. work permit that does not require Embassy sponsorship.

Please send **applications**, along with the usual documents (résumé, copy of diploma or proof of completion of studies, employment references, copy of your passport, and, if applicable, Green Card or visa and work permit) **by April 9, 2018**, to:

Mr. Christian-Hendrik Heusermann
Chief of Staff to the Ambassador
German Embassy
4645 Reservoir Rd. NW
20007 Washington D.C. 20007
Tel.: (202) 298 4202
e-mail: L-1@wash.diplo.de