

Job Opening

To bridge a vacancy due to illness, the Communication and Culture Department of the German Embassy in Washington is seeking to fill a part-time local employee position (20 hours per week), with an immediate start date. (The position initially runs until Dec. 31, 2018; any decision on a possible extension would tentatively be received in early December 2018).

The position largely encompasses the following duties and responsibilities:

- Editorial management of the Embassy's Facebook page
- Independently write English-language content (focus on social topics such as culture, lifestyle, education, sports) and information (fact sheets, etc.) for social media, website, blog
- Research current topics to create relevant content
- Manage the Embassy's Facebook and possibly other social media accounts
- Community Management
- Analyze the degree of dissemination of the content on social media, in particular Facebook
- Identify and engage with disseminators in consultation with the responsible desk officer
- Independently initiate new projects, cooperation, and contacts in the field of social media and external promotion of the Embassy, incl. planning and carrying out the respective events

Qualifications and Requirements:

- Completed Bachelor's degree in relevant subject or similar education or relevant occupational experience
- Knowledge of the media landscape in the U.S., incl. social media
- Journalism skills
- Very good German- and English-language skills (ideally English native speaker)
- Experience in using social media
- Ability to process large amounts of information
- Polite and professional conduct
- Poise
- Ability to work under pressure and good organizational skills
- Very good knowledge of current IT applications (Word, Excel, OpenOffice, etc.)
- Very good general knowledge
- Knowledge of transatlantic relations, German and American domestic policy, and keen understanding of foreign-policy relationships
- Exceptional creativity
- Ability to communicate and work in a team

- Loyalty and confidentiality

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.

Applicants who are not U.S. citizens must have a valid work permit. Sponsorship by the Embassy is not possible.

Please send applications along with the customary documents (résumé (in table format), copy of college degree/high-school diploma, employment references/recommendations, copy of your passport and Green Card or visa and work permit, if applicable) by **Sept 07, 2018** to:

Dr. Christoph Essert
German Embassy
4645 Reservoir Rd. NW
20007 Washington D.C.
Tel.: (202) 298 4246
Email: pr-2@wash.diplo.de