

Job Opening

The Communications and Cultural Department of the German Embassy in Washington is seeking to fill a full-time local employee position as

Press Officer (Social Media)

on its web team, starting on July 15, 2019.

The position will largely encompass the following duties and responsibilities:

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

Qualifications and Requirements:

- Completed Bachelor's degree in relevant subject or similar education or relevant occupational experience
- Experience in using social media
- Journalism skills
- Exceptional creativity
- Knowledge of transatlantic relations, German and American domestic policy, and understanding of foreign-policy relationships
- Ability to process large amounts of information
- Basic skills in photography, photo editing, and recording/editing videos
- Very good knowledge of current IT applications (Word, Excel, OpenOffice, etc.)
- Very good English-language skills (ideally native speaker)
- At least basic German-language skills, if possible
- Polite and professional conduct
- Poise
- Ability to work under pressure and good organizational skills
- Very good general knowledge
- Ability to communicate and work in a team

- Loyalty and discretion

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 **June 10, 2019** to:

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