



Job Posting

NEW YORK OFFICE ASSISTANT

The **American Academy in Berlin** was established in 1994. Its primary goal is to foster greater understanding and dialogue between the people of the United States and the people of Germany through its presence in Berlin. The independent, mostly privately funded, and not-for profit institution offers residential fellowships at its Hans Arnhold Center in Berlin to American scholars, writers, policymakers, and artists, permitting them to pursue their work in a manner that encourages participation in the vibrant life of Berlin and Germany. The Academy also brings leading Americans to Berlin for briefer visits to facilitate a robust exchange of views between the people of Germany and the United States. In the US, the American Academy holds Board and Committee Meetings, the Fellows Selection Committee Meeting, as well as select programs with alumni and development related events.

The American Academy in Berlin's New York Office is seeking a

Part-Time Office Assistant (16 hours per week).

Regular duties will include:

- Supporting the New York Representative with administrative matters of the New York Office and provide coverage for periods when the Representative is away from the office.
- Assisting with Trustee related work including the planning and organization of board and committee meetings as well as trustee dinners
- Assisting the Fellows Selection team in the organization of annual meetings
- Assisting Academy staff and leadership in New York and in Berlin with the organization of Academy fundraisers and events, including the handling of mass mailing projects
- Supporting general office management, including answering telephone requests, opening mail and preparing invoices for the office accountant, creating digital files for tracking invoices and donations and preparing acknowledgment letters to donors
- Overseeing the office supply inventory; placing supply orders when required

Qualifications sought:

- Bachelor's Degree
- Working experience
- Strong English writing skills
- Strong Computer skills, including Microsoft Word and Excel
- Basic knowledge of German is welcome, but not required

We offer \$18 per hour.

Please send your application to:
nyoffice@americanacademy.de

www.americanacademy.de/jobs

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