



THE AMERICAN
ACADEMY IN BERLIN
HANS ARNHOLD CENTER

Job Posting

JUNIOR COORDINATOR, COMMUNICATIONS (M/F/D)

The **American Academy in Berlin** was established in 1994 to foster greater understanding and dialogue between the people of the United States and the people of Germany. The Academy offers residential fellowships at its Hans Arnhold Center to US-based scholars, writers, policymakers, and artists, giving them the opportunity to pursue their work in a manner that encourages participation in the vibrant life of Berlin and Germany. The Academy also brings American thought leaders to Berlin for briefer visits to facilitate a robust exchange of views. The Academy has become one of Europe's most visible and effective institutions of transatlantic dialogue and has built up an extensive network in the corporate, political, academic, and cultural communities in the United States and Germany. Its cross-cultural, interdisciplinary environment and creative programming have made the Academy a highly regarded center in Germany and beyond.

To support our communications team, the American Academy in Berlin is looking for a

Junior Coordinator, Communications (m/f/d)

**32 to 40 hours per week
starting September 1, 2021**

Regular duties will include:

- Assistance with press outreach, journalist research, and press-contact administration
- Daily maintenance of the Academy's website, including event entries, video uploads, press, etc.
- Regular maintenance of video/audio hosting platforms (e.g. Vimeo, YouTube, SoundCloud), online calendars (e.g. Cine Marketing), and departmental aspects of the CRM database
- Administrative support, including filing press clippings, archiving photo and video material, assisting in event-preparation and documents
- Monthly emailing of upcoming events to selected newspapers, journalists, and media outlets
- Assistance with social media posting (Facebook, Twitter, Instagram) and regular monitoring and reporting of data analytics for social media, newsletter, website, and video/audio platforms

Qualifications sought:

- University degree in the humanities, journalism, or social sciences
- Some office experience, including internships
- Excellent German and English language skills, verbal and written
- Experience with website content-management system WordPress or similar CMS
- Experience with Adobe Photoshop, Audition, and AfterEffects (podcast production a plus)
- Excellent skills in MS-Office suite (Word and Excel), experience with relational databases
- Affinity for social media, data analytics, and leveraging online platforms for public outreach

- Familiarity with German and American media landscape, newspapers, magazines, TV, web
- Familiarity with and genuine interest in American culture, politics, and academic life
- Well organized, reliable, communicative, strong ability to work independently

We offer:

- A motivated, committed, energetic team
- A collegial and supportive office environment
- Offices located in a historic nineteenth-century villa, on an acre of beautiful lakeside property
- Interesting and varied activities in a successful and dynamic organization
- The possibility to attend events covering a broad spectrum of academic and policy topics
- In-depth initial training and the opportunity to enroll in continuing education
- Subsidized lunch, prepared on-site (with a vegetarian option)
- Home-office option
- Five-minute walk from the S-Bahn Wannsee station
- Free parking at the Hans Arnhold Center

The position is initially limited to two years.

The American Academy is an equal opportunity employer. We respect and seek to empower each individual and support their diverse cultures, perspectives, skills, and experiences by creating a welcoming environment for all employees.

We look forward to receiving your application, and ask that you include your salary expectations and possible starting date. Please send your PDF documents per email to:

Coralie Wörner
Senior Manager, Personnel & Legal
jobs@americanacademy.de

Protecting your personal data is important to us. To learn how the American Academy in Berlin processes personal data, please visit: <https://www.americanacademy.de/data-processing-information/>