

Media and Operations Intern

The German Center for Research and Innovation (DWIH) New York seeks a Media and Operations Intern for a **minimum of 6 months**. This position requires a commitment of 38.5 hours per week; additional evening and weekend hours may be necessary. Compensation for this internship is \$750 per month. Applications will be accepted on a rolling basis. **The internship starts in March 2019.**

Job Responsibilities:

The media and operations intern will be responsible for the following:

- Maintenance of the DWIH Twitter page
 - Editing photos with Photoshop
 - Uploading and scheduling content
 - Performing analytics
- Aid with maintenance of the DWIH's Wordpress website
- Assistance with DWIH's monthly newsletter
 - Content research
 - Establishing contacts
 - Acquiring and editing texts
- Aid with the DWIH's regular events
 - Assembling invite lists
 - Creating handouts and other literature
 - Working the events themselves

Applicants must meet these minimum qualifications:

- Completion of at least 3 years of undergraduate study
- Excellent oral and written communication skills in both German and English
- Self-motivated, organized, and proficient at working with deadlines
- Strong computer skills, including extensive knowledge of Microsoft Office Suite; preference will be given to candidates also familiar with Adobe Creative Suite, particularly Photoshop
- Professional experience with social media

Preferred Qualifications:

Prior experience in an office, program coordination and event management as well as in the field of journalism or communications highly desirable. Familiarity with the field of international education, research, tech and/or commerce strongly preferred. Basic knowledge of web design (Wordpress) and editing preferred.

To apply: Please send your resume, a cover letter, and a brief writing sample in English and German to info@dwih-newyork.org, with "DWIH Media and Operations Internship" listed in the subject line. Only candidates selected for an interview will be contacted.

Application deadline: Dec 1, 2018