

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:

- Content Research:
 - Information pertinent to developing the DWIH's editorial and event calendar for 2019
 - Content to be used on the DWIH Website, Twitter account, and in the DWIH Newsletter
 - Background resources for events (online articles, recommended reading, etc.)
 - Innovations from Germany, to be featured in the DWIH's "Innovation of the Month" category online and in the DWIH Newsletter
- Assistance with office administration, including DWIH programs and events

The applicant should be prepared to find content related to research and innovation for website, social media, and event marketing. The intern will aid in maintaining the DWIH's social media profile (via Twitter) and be actively involved in the maintenance of the new DWIH website. This primarily involves processing researched content, photo editing, as well as content uploads and editing. Furthermore, the intern will support the organization of events, some of which are taking place in evenings.

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
- Experience with online social media

Preferred Qualifications:

Prior experience in an office, program coordination and event management as well as in the field of journalism highly desirable. Familiarity with the field of international education, research, and/or commerce strongly preferred. Basic knowledge of HTML and other computer programming skills strongly 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