

Media and Operations Intern

The German Center for Research and Innovation 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 start date is April 3, 2018.**

Job Responsibilities:

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

- Information pertinent to developing the GCRI's editorial and event calendar for 2018
- Content to be used on the GCRI Website
- Content to be used in the GCRI Newsletter
- Content to be used for the GCRI's Twitter account
- Background resources for events (online articles, "recommended reading," etc.)
- Innovations from Germany, to be featured in the GCRI's "Innovation of the Month" category online and in the GCRI Newsletter

Applicants should be prepared to summarize and produce copy for all research conducted. Assistance with office administration, including GCRI programs and events, is also required. Some administration and maintenance of the GCRI website, www.germaninnovation.org, required. This primarily involves photo editing, as well as content uploads and editing. The intern will aid in maintaining the GCRI's social media profile (via Twitter).

Applicant must meet these minimum qualifications:

- Applicant must have completed at least 3 years of undergraduate study
- Applicant must have excellent oral and written communication skills, in both German and English
- Applicant must be self-motivated, organized, and proficient at working within deadlines
- Applicant must have strong computer skills, including extensive knowledge of Microsoft Office Suite, as well as familiarity with Adobe Creative Suite, particularly Photoshop
- Experience with online social media required

Preferred Qualifications:

Prior experience in the field of journalism, office experience, and experience in program coordination and event management 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 careers@germaninnovation.org, with "GCRI Media and Operations Internship" listed in the subject line. Only candidates selected for an interview will be contacted.

Application deadline: November 15, 2017