

The Franconian International School (FIS) in Erlangen, located in southern Germany, serves primarily the international community of the Metropolitan Region of Nuremberg and educates students in an international environment according to high academic standards. It provides an atmosphere respectful of diverse cultures and promotes responsible global citizenship. The school is committed to promoting international and intercultural experiences for its students. The students at the FIS come from over 40 different nations.

The FIS is looking for a

Communications Officer

Full-time position (40 hours/week)
Starting April 1, 2019

Date of issue: January 24, 2019

Responsibilities:

- Build and manage our corporate social media presence, including Facebook, Instagram etc.
- Administer FIS Website and Intranet
- Support PR and internal communications initiatives as part of the communications team, such as presentations, school magazine, posters etc.
- Support event management for students, staff and the Board of Directors
- Create the weekly newsletter

The successful candidate will meet the following criteria:

- University degree in marketing / marketing communications or equivalent qualification
- Experience in an international environment is an advantage
- Strong presentation and organizational skills
- Knowledge of publishing software (Adobe Photoshop, InDesign)
- Proficiency in content management systems (Wordpress) and Microsoft Office
- Knowledge of digital marketing tactics, such as SEO and email marketing
- Basic skills in HTML, CSS
- Excellent professional command of English, good German skills
- Valid work permit

What we offer:

- An exciting position in an international, friendly and open working atmosphere
- A modern workplace with excellent resources
- Competitive salary, contributions towards pension scheme
- Opportunity to learn and grow as a professional
- Flexible working hours
- Initial 2-year contract

Please send your updated CV together with a letter of application via email to: jobs@the-fis.de.

Franconian International School | Human Resources | Marie-Curie-Str. 2 | 91052 Erlangen