

Skateistan is looking for a part-time Communications Officer to join our team at our headquarters in Berlin! Here is your opportunity to join our award-winning organisation and help Skateistan continue its mission of empowering youth across the world through skateboarding and education.

### **Communications Officer (part-time)**

#### **Berlin, Germany**

Skateistan is currently seeking an enthusiastic native English speaker (or equivalent level) with a passion for non-profit work to join our team as a Communications Officer two days per week. The position offers the successful candidate the opportunity to work as part of an experienced communications team and to gain insight into the workings of an international NGO.

As the Communications Officer, you will work together closely with Skateistan's Communications Manager supporting them on their daily tasks, as well as alongside a motivated fundraising and development team.

In this position you'll be the lead on planning and scheduling content for all social media platforms, you'll brainstorm blog stories and curate both internal and external newsletters. You'll also be responsible for managing all content received from the national teams at our Skate Schools, and have the opportunity to assist in the planning and implementation of bi-annual fundraising campaigns from brainstorming ideas to creating assets and overseeing the final launch. Alongside these responsibilities, you'll assist the Communications Manager a variety of other tasks, such as managing media coverage and drafting press releases.

The individual chosen would need to dedicate 16 hours (2 days) a week, working from our office in Berlin, starting as soon as possible. This position also provides office perks, flexible hours, and the chance to work as part of an enthusiastic and friendly team.

#### **Tasks:**

Managing weekly content from local project sites

Planning, scheduling and engaging with social media calendar for all global social media accounts

Briefing, writing and editing content and interviews for the Skateistan blog

Drafting monthly external and internal newsletters

Responding to communication inquiry emails and social media messages

Supporting in the planning and implementation of bi-annual fundraising campaigns

Working with the Designer to create assets for campaigns and Skateistan's online shop

Organizing and filing all media coverage

**Qualifications and Requirements:**

Graduate in Communications, Journalism, Marketing, Media or related degree with a strong emphasis on writing

At least two years of experience working in communications or a similar role

Able to commit 16 hours/week during regular office hours (Mon-Fri, 9am-5pm)

Native-level English and excellent writing skills

Experience in social media management

Highly proficient in Word and experience using google drive

Highly organized and able to multi-task

Self-motivated with a sharp eye for detail

Strong time management skills

**Desired Skills:**

Basic knowledge of Adobe Creative Suite a plus

Experience volunteering for a non-profit

German language skills are an asset

If you are interested in applying for this position, please send CV, cover letter, and a writing sample in PDF format to [jobs@skateistan.org](mailto:jobs@skateistan.org) with the subject **COMMUNICATIONS OFFICER**.

*The deadline to apply for this position is **July 1, 2018**.*

*Only shortlisted candidates will be contacted.*