

**Communications Officer  
(Part Time: Berlin: 16 hours per week)**

Do you have a way with words and a creative eye for detail? Do you believe in the power of sport to change the world and empower children? Skateistan is seeking an enthusiastic and experienced individual to join their international headquarters in Berlin as the Communications Officer.

Skateistan is currently seeking an enthusiastic individual 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.

***The Role:***

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 a week, working from our office in Berlin, starting immediately. This position also provides office perks, flexible hours, and the chance to work as part of an enthusiastic and friendly team.

***Position Core Responsibilities:***

- Managing Skateistan's content from local project sites
- Planning and scheduling the 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

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**SKATEISTAN INTERNATIONAL**

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**CONTACT**

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**BANK**

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Potsdamer Straße 125  
10783 Berlin  
Germany

Account Name: Skateistan gGmbH  
IBAN: DE14 1004 0000 0138 0682 00  
BIC/SWIFT Code: COBADEFFXXX

- 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 managing all media coverage
- Researching new social platforms, fundraising ideas and blog content

***Essential Skills and Qualifications:***

- 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:***

- Experience of using basic film/photo editing software - premiere pro, photoshop
- Experience volunteering for a non-profit
- German language skills are an asset

If you are interested in applying for this position, please send your CV, a short cover letter and a writing sample to [jobs@skateistan.org](mailto:jobs@skateistan.org) with the subject Communications Officer.

Skateistan is an equal opportunity employer and values diversity. We welcome applications from ethnic minorities, people with disabilities and individuals from groups that have been marginalised.

**The deadline to apply for this position is May 15th, 2018. Only shortlisted candidates will be contacted for a first round of interviews at the end of May 2018.**

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