



**GERMAN  
INTERNATIONAL  
SCHOOL | Boston**

**German International School Boston** is a bilingual independent school serving students from preschool to grade 12. Learning at GISB is a multilingual, multicultural experience; graduates earn both a U.S. high school diploma and a German international Abitur. In addition to its international focus, GISB's urban location, commitment to affordability, and highly-involved family community make it a special place to learn and grow. GISB is an equal opportunity employer, providing generous benefits and a collegial, international work environment to a dedicated faculty and staff. For more information, please visit [www.gisbos.org](http://www.gisbos.org).

### **Communications Coordinator: Part-time**

The Communications Coordinator will support the Director of Marketing & Communications to advance the school's mission and visibility. The Coordinator will produce content for various school platforms, including social media, email campaigns, and the school website.

### **YOUR TASKS AND RESPONSIBILITIES**

- Collect, write, and edit content for the weekly newsletter.
- Manage the school's social media channels and maintain a social media calendar.
- Create content, including text, images, and videos for the school's social media channels and other platforms.
- Take photos and videos at school events and other occasions.
- Edit and organize media content.
- Support the Director of Marketing & Communications in planning and implementing internal and external communication initiatives. This may include writing, photography, photo or video editing, email campaign design, and proofreading.
- Coordinate merchandise purchases and advertisement bookings.

### **QUALIFICATIONS**

- B.A. in marketing, communications, or a related field.
- 1+ years of communications experience, including photography, photo editing, videography, social media management, editorial, and proofreading experience.
- Excellent verbal and written communication skills.
- Experience with email marketing tools (e.g., Mailchimp), graphic design tools (e.g., Canva or InDesign), and WordPress desired
- German verbal and written proficiency is a plus but not required.

**Classification:** Exempt, part-time

**Reports to:** Director of Marketing & Communications

**Salary Grade:** Competitive

**Contact:** Please direct your resume, 2-3 work samples and cover letter to [jobs@gisbos.org](mailto:jobs@gisbos.org)

GISB is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis, including but not limited to race; color; religion; national origin; genetic information; ancestry; sex; pregnancy, childbirth, or related medical conditions; marital status; sexual orientation; gender identity; age; physical or mental disability; citizenship status; veteran status; military service; application for military service; or any other protected class under federal, state, or local law. The School will make reasonable accommodations for qualified individuals with known disabilities in accordance with applicable law.