



## **External ADVERTISEMENT** **Webmaster & Communications Officer (part-time/67%)** **(Ref. Code 2017-009)**

### **Responsibilities:**

- Implementation of a new school website and maintenance of its look and content development:
- Assist in the building of a new website and consultation with a website agency
- Act as main contact for website related topics, such as updating of content, implementation of website ideas and coordination with web developer or web agencies
- Coordination and alignment of electronic and print-based communication channels (website, email, newsletter, social media, calendars, messaging, RSS Feeds, etc.)
- Creation and design of visuals for both external and internal Marketing measures
- Supporting the Marketing & Admissions Manager with day-to-day business as well as long-term projects and organisation of events
- Assist in creating content such as press-releases and Marketing related articles

### **Qualifications:**

- A minimum of two years experience in Web Development and/or communications preferably for a K-12 educational institution
- Excellent English, preferably native-speaking
- Excellent IT literacy and Webmaster skills (WordPress, CSS, HTML5)
- Good visual and design skills (proficiency in Adobe Creative Suite)
- Excellent Communication and Interpersonal Skills
- Good Understanding of Web 2.0 technologies and Social Media
- Preferably Knowledge of Search Engine Optimization (SEO techniques)

### **Terms of Employment:**

- Starting date is 1 July or 1 August 2017
- The position is initially limited for 2 years
- The position is a part-time position (25 hours per week)
- Non Teacher Scale 3

Interested applicants should send a letter of interest with a current CV indicating the above-mentioned position including reference code to [career@ishamburg.org](mailto:career@ishamburg.org) by Thursday 4 May 2017.

Hamburg, 6 April 2017

cc: Andrew Cross  
Dr. Suzan Weishof  
Christian Gülzow  
Betriebsrat  
Staff Notice Board