



Marketing Assistant and Alumni Liaison St Gilgen International School

Do you want to work in a varied, multi-faceted role, in one of the most unique International schools in Europe? If you have strong communication skills and are able to creatively express our company's corporate identity, you could be perfect to join our team. St Gilgen International School (StGIS) is a flourishing, dynamic and diverse school, which has won the German Brand Award in 2020 and 2021.

The main responsibilities of the StGIS Alumni Liaison are to maintain an active and dynamic alumni network and administer the school's web channels. You will be responsible for creating fundraising opportunities, maintaining the alumni database as well as creating content and online communications to our community. We are looking for a highly motivated and creative individual, with a passion for marketing and connecting with future, current, and past members of our school community, to encourage life-long engagement with StGIS.

Primary Duties and Responsibilities:

- Develop an annual communications and action plan for all Alumni Affairs
- Develop and maintaining the Alumni database and network
- Liaise with the Diploma Programme Coordinator on the transition from an StGIS graduate to an StGIS alumni
- Coordinate fund raising opportunities
- Liaise with the Alumni Association on events
- Create and maintain a schedule for web communication (social media, website, newsletter)
- Manage and collect creative content for web communication (e.g. website blog, social media posts, newsletter)
- Collaborate with the StGIS community: alumni, students, parents and staff
- Keep abreast of current technologies and trends in online communication
- Monitor third party websites and social media channels (e.g. education agents)
- Assist with proof-reading of school communications, with the highest attention to detail
- Support the organization of school events

Required skills:

- Experience with network building
- Experience in social media development
- Excellent written and verbal English and German
- Excellent IT skills, specifically with Office365 / Microsoft Office programmes
- A highly organized and efficient team player with the ability to work independently
- Proactive and self-motivated work-ethic with the willingness to acquire new skills

Preferred skills:

- Some experience in copy writing, proof-reading and translation (English to German and German to English)
- Some experience with Adobe programmes (InDesign, Photoshop, Illustrator)
- Some experience with WordPress
- Some experience in photography and videography

Starting salary commensurate to experience. To be considered for this role, please send your application, CV and earliest possible start date to humanresources@stgis.at.