



St. Gilgen
International
School

SALZBURG | AUSTRIA



We are recruiting...

MARKETING ASSISTANT

ST. GILGEN INTERNATIONAL SCHOOL
starting September 2024

We (StGIS) are recruiting in the department Marketing:

MARKETING ASSISTANT

(full-time, 40 hrs weekly)

Are you looking to thrive in a dynamic role within one of Europe's most unique international schools? St. Gilgen International School (StGIS) is seeking a creative and driven individual to join our team. If you have strong communication skills and a knack for creatively expressing our school's identity, we want to hear from you.

Key Responsibilities:

- Design and implement a comprehensive digital media strategy to maintain a vibrant alumni network and enhance the school's online presence.
- Manage and update the alumni database and network, ensuring seamless transitions from students to alumni.
- Create engaging multimedia content (videos, photographs, social media posts) that highlights school events and initiatives.
- Coordinate future fundraising activities and collaborate closely with the Alumni Association to organize events.
- Develop and oversee the content calendar for all digital platforms including social media, the school's website, and newsletters.
- Monitor trends in digital marketing and social media to ensure strategies remain up-to-date.
- Handle the curation and design of digital content, utilizing platforms like Adobe Creative Suite (InDesign, Photoshop, Illustrator).
- Assist in the organization of school events.



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You offer:

- Proven experience in building social media presence and network engagement on Meta (Facebook and Instagram), LinkedIn, TikTok, and YouTube.
- Strong proficiency in both English and German, with exceptional written and verbal communication skills.
- Advanced IT skills, particularly with Office365 and Microsoft Office suite.
- Independent and proactive work ethic, with the ability to operate as part of a team.
- Eagerness to learn and adapt to new challenges in digital communication.
- Experience in photography and videography
- Fluent in English and German knowledge
- Some experience with Adobe programmes (Photoshop, Illustrator, Premiere Pro)
- Some experience with WordPress

We offer:

- Working hours flexible between Monday and Friday
- Holidays during School breaks
- Free coffee and fruits
- Reduced lunches (Buffet)
- Internal and External Trainings are offered
- Use of school sport equipment upon availability

INTERESTED?

To apply for this exciting role, please send your resume, cover letter, and earliest possible start date to humanresources@stgis.at.

Starting salary will be EUR 2.400,00 gross, overpay upon experience and qualification.

Join us at StGIS, where you can contribute to a thriving school community while advancing your career in digital media and content creation.

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www.stgis.at | humanresources@stgis.at



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