

## **IHRA e. V. (International Holocaust Remembrance Alliance) - Communication**



The International Holocaust Remembrance Alliance is the only intergovernmental organization that is exclusively focused on addressing issues related to the Holocaust and genocide of the Roma. We bring together governments and experts across disciplines to further understanding of the Holocaust and the genocide of the Roma and address contemporary challenges by developing and promoting international policies and programs that strengthen pluralistic, democratic, and inclusive societies and contribute to efforts to prevent future atrocities.

### **Working Student Communications (newsletter and website)**

City: Berlin; Starting date (earliest): 01/09/26; Remuneration: €1,419,19-1,552,31; Closing date: 14/08/26

#### **Tasks**

As our new Communications Student Assistant (newsletter and website) you would:

- Work closely with our communications team to implement our communications strategy.
- Assist in creating, editing, and publishing our monthly newsletter in Mailchimp. From ideas on content, to desk research on conferences and fellowships through to reviewing the analytics to see what worked and what didn't.
- Review, make updates, and upload content to our Wordpress website. This can range from updating information on the site to making and implementing recommendations for how pages can be improved for users.

#### **Requirements**

- You are based in or near Berlin and are open to coming weekly to our office in Mitte.
- You are currently gaining your degree in history, political science, sociology, communication, but we are also open to candidates from other disciplines especially IT related.
- Your English is excellent (C1 CEFR).
- You have first experience with Mailchimp or Wordpress or you are interested in learning about technical aspects of managing our website and our data analytics.

- You have experience writing or editing texts for different audiences.
- You are analytical and enjoy figuring out why something is not working or what made a particular newsletter edition perform well.
- You are self-organized and able to handle multiple tasks with various deadlines and priorities.
- You approach political topics, and intercultural cooperation sensitively and you are willing to learn and grow together with the rest of the team.
- You have an interest in and a sensitivity to Holocaust-related issues.

### **What we offer**

- A 20-hour work week across 3 or more days a week to be agreed according to your study schedule.
- A salary between €1,419,19-1,552,31 per month depending on your experience.
- An international team with motivated colleagues.
- A transparent overtime policy.
- 30 days holiday pro rata.

The IHRA is committed to fostering a diverse and inclusive work environment. We are committed to diversity, equity and inclusion and welcome applications regardless of gender, age, disability, ethnic origin, religion, sexual orientation, or other protected characteristics.

### **Application**

If this sounds like you, please send the following documents in English combined into one single PDF file entitled “Communications Student Assistant – Your Name” and send it to [recruitment@holocaustremembrance.com](mailto:recruitment@holocaustremembrance.com) by 14 August:

- Your CV. Please don't include a photo or information about gender, birth year/place, faith, or citizenship.
- It helps us if the tasks listed in your CV specifically outline how you meet the requirements in the job description.
- We don't need you to send a cover letter but we would love to see examples of your work. You could send up to three of the following things if you have them with a few bullet points outlining your role in creating them:
- A writing sample on any topic that you wrote or edited, no more than 2 pages (an

excerpt is fine).

- An example of a newsletter you contributed to.
- An example of web content you uploaded and laid out.
- Another piece of communication material you had a role in creating.

More information at <https://stellenticket.de/205934/VIAD/>  
Offer visible until 03/09/26

