



St. Gilgen
International
School

SALZBURG | AUSTRIA



We are recruiting...

Social Media Specialist & Alumni Liaison



ST. GILGEN INTERNATIONAL SCHOOL

Starting Date: Immediate



We (StGIS) are recruiting in the department Marketing:

Social Media Specialist & Alumni Liaison

(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.

“At St Gilgen International School, we support our students to be prepared to grow and, through honest reflection, to strive for excellence in everything that they do; we expect the same high standards and approach to learning from our staff”

Martina Moetz, Head of School



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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.

The minimum wage is based on the "Mindestlohn tarif für private Bildungseinrichtungen, BG 3"

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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