



Job Offer: Communications Manager

We are looking for an all-round, versatile and reliable Communications Manager to handle the large spectrum of media and communication responsibilities around the World Health Summit, both online and offline. Start: asap, latest March 1, 2022.

The successful candidate (w/m/d) should be a team player with excellent communication skills in English and German, should have professional experience at an appropriate level, and completed studies, ideally in communications or a related field.

About the World Health Summit:

The [World Health Summit](#) is one of the world's leading strategic forums for global health. Under the traditional patronage of the German Chancellor, the French President, the President of the European Commission, and the Director-General of the World Health Organization (WHO), the World Health Summit brings together leading international experts from science, politics, industry, and civil society to set the agenda for a healthier future. More than 300 speakers and 6.000 participants from 100 nations participate in Berlin and online. The academic backbone of the World Health Summit is the M8 Alliance of Academic Health Centers, Universities and National Academies, a growing network of currently 30 institutions in 20 countries.

The World Health Summit is organized and administered by the WHS Foundation GmbH, a 100% subsidiary of Charité – Universitätsmedizin Berlin.

Key Responsibilities:

- Execute communications, brand, marketing and public relations strategies
- Manage all digital communications as website and social media channels
- Serve as contact person for media and coordinate external service providers
- Coordinate, organize, and execute press work incl. press releases, press conferences, accreditation, maintain databases, and monitor media reports
- Edit and clear articles, interviews, speeches, presentations, and quotes
- Write and organize the monthly newsletter
- Organize and execute on-/offline documents like info materials, on-site signage, ads, and reports
- Maintain relationships with press departments of partners and create aligned communications
- Foster and organize the communication of the World Health Summit network and within the M8 Alliance, e.g. support the World Health Summit Regional Meeting's communications team.

Required Software Skills:

Microsoft Office 365, CRM Dynamics, Inxmail, web php-mailer, Typo3, Gimp, Movie Maker, Adobe Acrobat Pro, Canva

Position:

Full-time, permanent. Salary: Based on the public service collective agreement (TVöD). Workplace: Berlin, Charité, Campus Mitte. Start: asap, latest March 1, 2022

Application:

Please email your resume until **December 31, 2021** to jobs@worldhealthsummit.org

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