

Job Offer: Media and Public Relations Manager

Become part of the World Health Summit team in Berlin and shape the future of global health with international top-class partners around the world:

We are looking for a proactive, dynamic, and creative new colleague to join the communications department of the World Health Summit. The successful candidate (f/m/d) should be a team player with excellent strategic and communication skills in English and German and should have professional experience in a communications role.

Start: asap

About the World Health Summit:

The [World Health Summit](#) is one of the leading international strategic forums for global health. It brings together stakeholders from politics, science, the private sector, and civil society from around the world to set the agenda for a healthier future by inspiring innovative solutions for better health and well-being for all.

The World Health Summit was founded in 2009 on the occasion of the 300th anniversary of Charité – Universitätsmedizin Berlin. It is traditionally held under the patronage of the German Chancellor, the French President, and the Director-General of the World Health Organization (WHO). In addition to the World Health Summit in October in Berlin, there are annual Regional Meetings around the world as well as discussion formats such as Global Health Dialogues throughout the year, mostly in Berlin.

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

The Role:

We are looking for a Media and Public Relations Manager as part of our communications department. The Media and Public Relations Manager will play a pivotal role in shaping the narrative and visibility of the World Health Summit around the conference and its initiatives and formats throughout the year. The successful candidate will be part of a dynamic team passionate about advancing global health.

Key Responsibilities:

- Further develop media relations and strategies for the World Health Summit
- Maintain, further develop, and establish relationships with national and international key stakeholders and media partners
- Create and distribute press releases, press materials, media statements, interviews, talking points, speeches and other editorial formats
- Coordinate media inquiries
- Position the World Health Summit in international media
- Manage accreditation processes for media representatives and provide on-site support for journalists during events
- Manage media distribution lists
- Monitor and analyze media coverage and further develop media monitoring
- Develop and implement new communication formats
- Contribute to the development of communication, partner, marketing, and advertising materials
- Oversee external agency activities

Required Profile:

- Completed, relevant university studies (Master's degree or comparable) in journalism, communication, or comparable qualification
- 2+ years of professional experience in operational and strategic tasks, preferably in media companies, communications agencies or the relevant departments of companies/organizations
- Creativity, strategic thinking, organizational, communication skills, and hands-on mentality
- Outstanding writing and editing skills
- Good digital skills
- Familiarity with the German and international media landscape
- Excellent written and spoken knowledge of English and German
- Experienced in dealing with national and international contacts in various sectors
- Sound computer skills (Microsoft Office 365, CRM Dynamics, Adobe Acrobat Pro)
- Working knowledge of media monitoring and distribution tools
- Target- and service-oriented way of working
- Team spirit
- Interest in the field of global health

Position:

We offer a versatile and challenging job within an international network from science, politics, the private sector, and civil society, with high individual visibility, excellent learning opportunities and decision-making authority in a small highly motivated and hands-on team.

Employment: Full-time, permanent position

Salary: Competitive

Workplace: Berlin, Charité, Campus Mitte (hybrid working model)

Start: asap

Application:

Please email your resume and salary expectations until January 31, 2024 to

jobs@worldhealthsummit.org

WHS Foundation GmbH

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