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 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 and excellent communicator in English and German with professional experience in a communications role.

Start: asap

About the World Health Summit:
The World Health Summit is the international platform 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 and well-being for all. The World Health Summit strengthens exchange, stimulates innovative solutions to health challenges, fosters global health as a key political issue, and promotes the global health debate in the spirit of the UN Sustainable Development Goals.

The main conference World Health Summit is held each October in Berlin with around 3,000 participants on-site and more than 10,000 online. In addition, there are annual WHS Regional Meetings in different parts of the world as well as various formats throughout the year such as the WHS Global Health Dialogues.

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 team. The Media and Public Relations Manager will play a pivotal role in shaping the narrative and visibility of the World Health Summit around the main conference and 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 communication strategies
- 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 national and international media outlets
- Manage accreditation processes for media representatives for the annual World Health Summit in Berlin and provide on-site support for journalists during events
- 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

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
• Excellent written and spoken knowledge of English and German
• Teamwork, quality awareness, independent and target- and service-oriented way of working
• Creative, strategic thinking, organizational, communication skills, and hands-on mentality
• Outstanding writing and editing skills
• Familiarity with the German and international media landscape
• 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
• Interest in the field of global health

What We Offer:
• A meaningful, versatile, and challenging job in an organization with a strong mission and worldwide reputation
• Working with a high-level international network from science, politics, the private sector, and civil society
• A close connection to Charité, Europe’s largest university hospital
• High individual visibility, excellent learning opportunities and decision-making authority in a small highly motivated and hands-on team
• An open and collegial corporate culture that encourages commitment, courage and entrepreneurship
• A flexible, hybrid working model and a city-centre workplace in Berlin (Charité, Campus Mitte)

Employment: permanent, full-time position
Salary: competitive
Start: asap

Application:
Please email your cover letter, resume and salary expectations until April 30, 2024, to jobs@worldhealthsummit.org

We are looking forward to your application.

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