



Job Offer: Communications 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 Communications Manager as part of our communications team. The Communications 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:

- Social Media:
 - Managing and strategically developing social media channels (LinkedIn, X, Facebook, Instagram, Youtube)
 - Creating and planning target group-specific content (text, images, video)
 - Community management and interaction with followers
 - Monitoring and analyzing social media performance

- Media Relations:
 - Establishing and maintaining contacts with international and national media
 - Position the World Health Summit in national and international media outlets
 - Writing and editing press releases, statements, interviews, talking points, articles
 - Responding to media inquiries and coordinating interviews
 - Assisting in the organization of media events and press conferences
 - 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

- General Communication & Event Support:
 - Supporting the development of communication strategies
 - Creating content for the website and newsletters
 - Contributing to internal communication
 - Coordinating with internal and external stakeholders

Required Profile:

- Qualifications
 - 3+ years of professional experience in communication, PR, and social media, ideally in an international context
 - Understanding of the media landscape and social media trends
 - Excellent written and spoken knowledge of English and German
 - Experience in writing target audience-oriented texts for various communication channels
 - Proficiency in social media tools (e.g., Meta Business Suite, LinkedIn, X)
 - Basic knowledge of analytics tools (e.g., Google Analytics, Social Media Insights) and CRM tools (e.g., Microsoft Dynamics 365) is an advantage
 - Experience with image and video editing (e.g., Canva, Adobe Suite)
- Personal Competencies
 - Interest in global health and international topics
 - Creativity and a strong sense of storytelling
 - Independent and structured working style, and hands-on mentality
 - Team player with strong communication skills
 - Experienced in dealing with national and international contacts in various sectors
 - Resilience and flexibility (e.g., during peak phases before the summit)

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-center 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 in German or English to jobs@worldhealthsummit.org. Applications will be reviewed on a rolling basis.

We are looking forward to your application.

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