



## **FES New York Office is seeking a full-time Program and Communications Officer**

**Job Title:** Program and Communications Officer

**Location:** New York, NY, USA

**Organization:** Friedrich-Ebert-Stiftung (FES), New York Office

**Anticipated starting Date:** preferably March 1, 2025 or earliest date possible

### **About Us:**

The Friedrich-Ebert-Stiftung (FES) is the oldest political foundation in Germany with a rich tradition in social democracy dating back to its foundation in 1925. The foundation owes its formation and its mission to the political legacy of its namesake Friedrich Ebert, the first democratically elected President of Germany.

The work of our political foundation focuses on the core ideas and values of social democracy – freedom, justice and solidarity. This connects us to social democracy and free trade unions. As a non-profit institution, we organise our work autonomously and independently.

Our office in New York serves as the liaison for FES offices worldwide with the United Nations (UN) in New York and the international financial institutions (International Monetary Fund and World Bank) in Washington, D.C. The office addresses peace, justice and economic issues, working closely with academia, civil society, multilateral institutions and their Member State governments to convene multi-stakeholder debates. The formats of our work include international conferences, expert workshops and high-level meetings involving government representatives as well as published policy briefs and analytical studies.

We are seeking a dynamic and motivated **Program and Communications Officer** to join our team. This position involves coordinating program activities, managing communications strategies, and supporting the office's efforts to amplify progressive voices on global issues.

### **Responsibilities include but are not limited to:**

#### **Program & Event Management:**

- Plan, organize, and execute approximately 30-40 mostly in-person events per year, including international conferences, expert workshops, publication launches, and high-level meetings involving representatives from government, the UN, civil society, trade unions, and academia.
- Provide logistical support for events, including invitations, RSVPs, preparing event materials, venue arrangements, and follow-up communication.

- Facilitate occasional delegation visits, assisting with travel logistics such as flights, accommodations, and itineraries where needed.
- Build and maintain relationships with stakeholders, including UN agencies, civil society organizations, policymakers, and our FES network of over 100 offices globally.

#### **Communications:**

- Develop and implement a comprehensive communications strategy to enhance the visibility of FES initiatives.
- Create high-quality content, including reports, articles, newsletters, and social media posts.
- Manage the office's online presence, including website updates via a Typo3 CMS and digital campaigns through Constant Contact.
- Use design and photo-editing tools (e.g., Canva, Adobe Lightroom, Adobe Illustrator) to create visually appealing materials; video editing skills are an asset.

#### **Administrative Support:**

- Manage the office's relational database (ACT) to track contacts and event attendees.
- Perform other administrative and office duties as assigned, contributing to the overall efficiency of the office.
- Database setup and maintenance

#### **Monitoring and Reporting:**

- Monitor and analyze UN processes and global developments related to FES's programmatic priorities.
- Report to the New York Executive Director and senior staff on program activities, outcomes, and areas for development.

#### **Qualifications**

- **Education:** Bachelor's or Master's degree in Political Science, International Relations, Communications, or a related field.
- **Experience:** Minimum of 2 years of relevant work experience in event management, program coordination, communications, or a related field.
- **Skills:**
  - Excellent written and verbal communication skills.
  - Strong knowledge of design and photo editing tools (e.g., Canva, Adobe Lightroom, Illustrator); video editing skills are an asset.
  - Excellent organizational and event management skills, with attention to detail and ability to multitask.

- Proficiency in social media management and digital tools for website management and community outreach.
- Ability to work collaboratively in a multicultural and fast-paced environment.
- **Languages:**
  - Fluency in English and German, both written and spoken, is required for this position.
- **Work Authorization:**
  - Existing work authorization for the United States is required. FES cannot sponsor visas.
- **Other:**
  - Occasional weekend and evening events
  - Occasional work-related travel

**What We Offer:**

- A collaborative and inclusive work environment.
- Opportunities to engage with high-level stakeholders and shape global dialogues at the United Nations in New York and the International Financial Institutions in Washington, D.C.
- Competitive salary and benefits, group health insurance, paid vacation, sick leave, Home office options.

**How to Apply:**

Interested candidates are invited to submit their resume and a cover letter to [info.newyork@fes.de](mailto:info.newyork@fes.de) by February 10th. Please include "Program and Communications Officer Application" in the subject line.

FES is an equal opportunity employer committed to diversity and inclusion in the workplace.