

## Vacancy

### Internship Project and Marketing Coordination (40 h)

**Employer:** Deutscher Schulverein Malaysia, Kuala Lumpur

**Start Date:** To be discussed

**Internship Duration:** min. 6 months

#### Areas of Responsibility/Main Tasks:

##### 1) Marketing & Public Relations

- Assist in creating media for marketing purposes, publications in magazines, and communication with partners (e.g., German Embassy, GSSKL, MGCC, Goethe Institute)
- Support the marketing team in designing internal and external school documents and materials in the school's corporate design
- Contribute to maintaining, creating content, and updating the school's social media and website
- Assist in the creation of the yearbook, including organizing printing, sales, and distribution
- Help design media for sponsor acquisition and create contact lists
- Support the development and implementation of new marketing strategies

##### 2) Projects and Events

- Assist in brainstorming, planning, and organizing school, sports, and cultural events
- Contribute and support the maintenance and updating of internal statistics
- Provide technical support for working with database software and creating and editing reports and templates with "Crystal Reports"
- Assist in evaluating events

##### 3) Administration

- Support the administration team in daily work, processes, and ensuring school operations run smoothly

**Requirements:**

- Interest in school work and enjoyment in collaborating with a diverse team in an intercultural work environment
- Willingness to take initiative and be creative
- Motivated interest in independent, project-oriented work
- Enthusiastic and solution-oriented work approach
- Interest in project management, organizational processes, and marketing
- Good communication skills
- Excellent English skills, both written and spoken, German skills are of big advantage
- Proficient knowledge and experience in using MS Office (Excel, Word, PowerPoint, Outlook, etc.)
- Curious and open to using software applications like Canva, WordPress, Magellan, and Crystal Reports, etc.
- Confident and motivated use of social networks (LinkedIn, Facebook, Instagram, etc.)
- Interest in photography and image editing

**Additional Information:**

Deutsche Schule Kuala Lumpur (DSKL) is a German international school recognized by the Conference of Ministers of Education, operating under the Deutscher Schulverein Malaysia (DSM). The school follows German curricula, educating and supervising around 200 children and teenagers from kindergarten to the Abitur. DSKL is supported financially and personnel-wise by the Foreign Office and bears the seal "Excellent German International School."

We offer collaboration in a diverse, highly motivated team in an intercultural environment, with varied design and development opportunities. The school organizes the visa and work permit. As this is a local position, relocation costs will not be covered.

Please send your application, including your resume, cover letter, and certificates, to the **Administration Manager Ms. Leonie Schulz, at [projects@dskl.edu.my](mailto:projects@dskl.edu.my)**.