

DO it: Marketing and Production Manager

Help us to create and promote communication material to make our programs, partnerships and impact stand out.

Start date: [Asap](#)

Location: [Berlin Campus](#)

Position type: [Full-time 1 year limited-term contract with an opportunity to turn into indefinite employment](#)

Let's DO it together.

Founded in 2013 by Florian Hoffmann and Katherin Kirschenmann, the DO School is an award-winning social business and the cornerstone of a global movement of purposeful DOing. The DO School brings together leading organizations, world-renowned experts and talented impact entrepreneurs to clarify new ideas, and bring them to life quickly as new products, processes and services, inspiring seismic cultural shifts that transform people, businesses and society, and creating not just better business but a better world – for everyone. The DO School is headquartered in Berlin with offices in Hamburg, New York and Hong Kong and has facilitated engagements in 30 countries for over 50,000 participants to date.

What you would DO:

As our Marketing and Production Manager you will work closely with both our program and our external communications team. Together with our program team you will ensure that all relevant communications content needed to run, amplify and promote our programs and partners gets produced. Together with the external communications team you will create and implement social media campaigns with a special focus on attracting DOers around the world to apply for our programs and join our community.

You will handle the following tasks:

- Produce and manage social media campaigns
- Coordinate and run application marketing campaigns to attract fitting DOers to apply for our programs, e.g. through social media, advertising and listings
- Support all programs and engagements with regards to the planning the specific communication needs
- Implement and produce the respective communication materials, ranging from setting up micro pages on our website to producing flyers and coordinating the production of photo and video content
- Produce own content and manage freelancers to create content for external communications
- Liaise with our partners around strategic communication opportunities for their internal or joint external communication arounds programs and impact

Strategic projects and tasks may vary according to the needs of the team and organization.

Your profile:

- 3 - 5 years of experience in marketing, communications, and / or content production
- Tech-savvy with experience in using marketing tools to manage and run successful campaigns, like mailing services (Mailchimp), CRM (Salesforce) and social media related tools. Basic knowledge of Wordpress is a plus
- Hands-on mentality with a desire to create and produce communication materials and campaigns and track their success
- Experienced in and enthusiastic about copy-writing and/or graphic design. Basic knowledge of Photoshop, Illustrator & Lightroom is a plus
- Able to multitask, handle freelancers and deliver necessary productions on time
- Team player with entrepreneurial drive to succeed whilst aligning closely with others on their needs
- Ideally bilingual - fluency in English is required, a working level German (C1 level) is strongly desired. Our office language is English
- Good knowledge of G-Suite, Mac, Word, Excel and Keynote
- An interest in the world of start-ups / innovative corporates / individual development / impact entrepreneurship
- A desire to develop and harness your skills in a global, fast-paced organisation

What's in it for you:

- The opportunity to make a difference in a small but global organization and contribute to our ambitious growth and impact goals.
- The collaboration with an entrepreneurial, creative and international team as well as the chance to engage with a global community of purposeful DOers - entrepreneurs, experts and intrapreneurs - from over 90 countries.
- An environment in which the alignment of passion and purpose is encouraged and the hunger and ability for getting things done celebrated
- A competitive salary with benefits, team building activities and professional development initiatives

Application:

We look forward to your application to become part of our DO School team by January 6th 2019! Our application process is always online, so please submit your application through our application portal.

Please note that we can only accept applicants who have the right to work in Germany.

<https://thedoschool.jobbase.io/>

If you have any questions about the application process or the job description, please send an email to: career@thedoschool.org.

Equal opportunity employer:

The DO School provides equal employment opportunities to all people, without discrimination based on colour, religion, gender, creed, national origin, marital status, disability or sexual orientation.