



JOB OPENING

**Part-time (20 hours/week)
Receptionist/Administrative Assistant
at Goethe-Institut New York**

Starting February 1, 2025

The Goethe-Institut is the cultural institute of the Federal Republic of Germany with a global reach. With a network of six institutes in the US, we promote knowledge of the German language abroad and foster international cultural cooperation. We convey a comprehensive image of Germany by providing information about cultural, social and political life. Our cultural and educational programs encourage intercultural dialogue and enable cultural involvement.

Responsibilities

- Welcome visitors and partners at the reception
- Answer general questions about language courses, exams, events and services of the Goethe-Institut
- Assist library patrons with issuing library cards and answering general questions about our library services
- Support general marketing and communication activities
- Act as point of reference for questions regarding internships and assist in the organization of internships
- Assist with the organization of events in coordination with all departments of the Institute
- Organize office and manage calendars
- Coordinate business travel arrangements
- Prepare mailings
- Help prepare and organize meetings and visits
- Organize kitchen supplies
- Research for projects

Requirements

- Excellent written and spoken language skills in both German and English
- Strong organizational and communication skills
- Attention to detail
- Flexibility, dependability, self-motivated
- Extensive knowledge of MS Office software
- Authorization to work in the United States

www.goethe.de

**GOETHE
INSTITUT**

Sprache. Kultur. Deutschland.

- Willingness to work occasional night and weekend shifts
- The ideal candidate is available to work 4 hours/day Monday-Friday or 5 hours/day Monday-Thursday.

Offered

- Employment: part-time (20 hours/week)
- Salary \$28/hour, non-exempt, paid bi-weekly

The Goethe-Institut offers a competitive benefits package, which includes vacation time, sick leave and 401(k) payments. Employees have the opportunity to apply for paid, in-house professional development.

The Goethe-Institut is an Equal Employment Opportunity employer and guarantees gender equality. We especially encourage people from diverse backgrounds (LGBTQI, PoC) to apply.

The Goethe-Institut will not sponsor applicants for work visas.

Applications will be accepted until January 15, 2025.

Due to the high volume of responses, no confirmations will be sent.

Interviews will be held the week of January 20, 2025.

Please email your written application (ideally as a single PDF of max 10 MB) to jobs-newyork@goethe.de with the following documents: motivation letter, resume and 2-3 references.