

# Public Relations Website / Social Media / Layout

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*Currently we are looking for a student's assistant who can help us with our public relations. Furthermore, we are looking for someone who is skilled in graphic design and can support us in smaller layout-jobs.*

CRISP is an international NGO based in Berlin. We develop projects, seminars as well as workshops dealing with conflict transformation in post-conflict settings. In Germany we mainly work in the realm of civic education and participation. Our activities focus on experience based learning which we approach by using **simulation games**.

Our projects abroad are mainly situated in the Western Balkans, South Caucasus, the Middle East (Egypt and Morocco) as well as Eastern Europe (primarily Ukraine and Belarus). The activities are mostly targeting civic activists who aim for democratic transition in their countries. Thereby we intensively work together with local partner organisations. For more information about our projects please visit <https://crisp-berlin.org/>.

We are a small team of seven colleagues, two European Volunteers and one intern. We maintain low hierarchies, and we try to ensure a pleasant working atmosphere for everyone. Therefor we do our best to match our interests with our respective abilities and capacities.

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## KEY RESPONSIBILITIES:

The Job profile is divided in both, public relations and graphic design.

### Public relations:

Our public representation is diverse, thus we are looking for a person who takes care of the content and design of the following aspects as independently as possible:

- Actualisation of the website: News, projects, activities, partners, etc.
- Take care of Facebook, Twitter, LinkedIn and YouTube
- Writing press releases
- Creation of the newsletter
- Preparation of PowerPoint presentations

### Graphic design:

As part of the development of the simulation games, different documents need to be laid out and adjusted to the different needs of the target groups. Similarly, different information material (flyer, annual reports, etc.) need to be updated or created:

- Layout of reports: annual reports, project documentation, portfolios, etc.
- Layout of seminar material

- Layout of simulation games: logos, maps, role profiles, scenarios, etc.
- Layout of fact-sheets of the simulation games.

## FACTS AND FIGURES

To begin with the job is limited to a period of 12 months, but we are highly interested to continue working together and to consider a permanent contract.

- Starting date: between the **15th September** and **1st October**
- Working hours: **10h/week** (flexibel)
- salary: **440,00 €** Brutto (Minijob)

## YOUR PROFILE:

We are looking for a highly creative person who wants to implement this creativity in our diversified activities. Working at CRISP requires the ability to work independently and self-responsible within the different topics and regions.

### Main requirements:

- Strong English skills
- Good German skills
- Experience in online layout such as print
- Experience with typo3
- Excellent knowledge in MS Office (Word, Excel, PowerPoint) and experience with content-management-systems

### Additional qualifications:

- Graphic design skills, layout skills, advanced IT-knowledge in creative services (Photoshop, InDesign, etc.)
- Further language skills notably Arabic and Russian are an asset.

## APPLICATION:

In the case of equal qualifications, aptitude and professional performance, people with disabilities are given preferential treatment in accordance with § 2 of the Social Code IX. We welcome applications from all nationalities.

We are glad if this announcement met your interest, and we are looking forward to your applications. To apply please send a cover letter, your CV and work samples in **one pdf document (3MB max.)** to the following e-mail: [application@crisp-berlin.org](mailto:application@crisp-berlin.org)

**Application deadline: Sunday, 4th. August 2019.**

Interviews will take place between **15th and 31st of August.**