



Consulate General  
of the Federal Republic of Germany  
New York

## **Job Opening**

The Consulate General of the Federal Republic of Germany in New York represents German interests in NY, NJ, PA, CT and Bermuda. The Consulate General is currently offering a position as **Assistant Press and Political Officer** starting **June 1st, 2026** (*temporary employment for maternity leave coverage until December 26th, 2026*).

### **Description**

As part of the press team the employee's key activities will be monitoring media, producing content especially for online communications and organizing events. As part of the politics team, the employee will be doing research, organizing meetings and business trips within the Consulate General's administrative district, as well as drafting reports.

### **Principal Duties and Responsibilities**

Under the direction of the heads of the press and the politics teams act as an assistant desk officer, including, but not limited to the following responsibilities:

- Creating social media content for the Instagram and Facebook channels of the Consulate (audio-visual products such as videos, photos, graphics, etc.) and newsletter articles.
- Monitoring and analyzing US, German and international media and social media.
- Assisting in the organization of meetings and other events, including accompanying incoming visitors and delegations.
- Researching and contributing to reports on political issues, including elections, political trends and agendas.
- Organizing business trips within the administrative district, e.g. planning itineraries, setting up visits and meetings.
- Language checks on written correspondence, articles and speeches in English.

### **Qualifications / Ideal Candidate's Profile**

- Bachelor's Degree (preferably Political Science, International Relations, Communications, Journalism major) or equivalent
- Profound knowledge of US and regional politics as well as international affairs
- Excellent knowledge in press and communications as well as international media

- Proficiency and work experience in social media, including creating audio-visual products in professional editing software
- Adequate work experience in a political and communications environment (government, journalism etc.)
- IT system proficiency
- Native Speaker in **English and excellent proficiency in German** (written and oral)
- Ability to work in a fast-paced, deadline-driven environment, willing to work outside regular office hours if needed (including weekends and late at night)
- Must be able to work independently as well as work as part of a fast moving team
- US-Citizen or valid work permit for the USA (green card)

**Salary / benefits:**

- Wage: \$ 6,800.-/month (Payment by direct deposit no later than the last day of the month if payroll is done in New York; if paid in Bonn by direct deposit into a German account no later than the last day of the month)
- Health Insurance. After a waiting period of 30 days employee can join group medical and dental plan with Cigna. A monthly allowance of 75% of the premium is paid by the employer.
- Leave: 17 work days per full year

Please send your **application** along with additional documents (CV, copies of diploma/certificates, employment references/recommendations, copy of passport/green-card) by **April 17<sup>th</sup>, 2026 exclusively by email** to:

**Consulate General of the Federal Republic of Germany**  
**Joint Management Office**  
**attn.: Mrs Helga Weber**  
**Email: [vw-10-vn@newy.diplo.de](mailto:vw-10-vn@newy.diplo.de)**