



# GERMAN INTERNATIONAL SCHOOL JEDDAH

The German International School Jeddah is searching for a **Marketing, Event & Social Media Coordinator**

## General Information

Title: Marketing, Event & Social Media Coordinator  
Department: Public Relations (Administrative Department)  
Working Time: Full-Time (40 + 2 hours per week) Sundays to Thursdays  
from 7:30 – 16:00 (incl. break)  
Nationality: any

## Compensation & Benefits

Monthly Compensation: 7.000,00 SAR  
Insurance: Insurance Class B  
End of Service: As per Regulations  
Annual Leave: 30 business days (6 weeks)

## Responsibilities

1. Monitor and manage all digital platforms of the school in coordination with management and the school's marketing team, including maintaining cross-platform social media presence by preparing, posting, and answering on posts, receiving, and redirecting inquiries and requests to the responsible bodies and sharing key data for analysis and statistics.
2. Maintain/Build a clear and precise line of communication about digital profiling with internal and external stakeholders in line with the school's vision, mission, objectives, and values.
3. Handle/Manage marketing campaigns, when necessary, with management and the school's marketing group and share the results in an analytical report.
4. Maintain the right documentations related to the position, including minutes of meetings and all operations on school platforms.
5. Observe and stay up to date on marketing and social media trends in the education sector as part of professional development and school enhancement.
6. Monitor School digital tools and devices for their functionality and report accordingly so that they are always available when needed.
7. Facilitate events, such as guest receptions and school events, provide/arrange services, tools, items, and devices needed in coordination with the management for the best possible presentation of the school in front of its physical and digital community.
8. Responsibilities can be adjusted and/or expanded by management depending on the needs of the school.

## Job Requirements

### Essential

1. Bachelor's Degree or equivalent in digital marketing, IT or similar.

### Deutsche Internationale Schule Jeddah

Schullizenz : G063  
P.O. Box : 5160 Ar Rabwah Bezirk, Einheit Nu. 1  
Jeddah, 23449 - 7758 Königreich Saudi-Arabien  
Tel.: +966 12 691 3584  
E-Mail: office@disj.de

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المدرسة الألمانية العالمية - جدة  
ترخيص رقم: ج ٠٦٣  
ص.ب: ٥١٦٠ حي الربوة، وحدة رقم ١  
جدة، ٢٣٤٤٩-٧٧٥٨ المملكة العربية السعودية  
الهاتف: ٠٠٩٦٦١٢٦٩١٣٥٨٤  
البريد الإلكتروني: office@disj.de



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2. Experience in handling and/or managing projects as per necessities, objectives, and action plans.
3. Knowledge of the educational sector (preferably with experience in the sector).
4. Experience in communicating tasks to the stakeholders involved as part of Content Management System (CMS).
5. Experience in communicating themes and school values to the stakeholders involved as part of broader customer relationship management (CRM).
6. Experience in managing, handling, and documenting material/content.
7. Excellent IT skills and tools, such as simple graphic design and video editing, needed for marketing purposes as per school plan.
8. Fluent Proficiency in Arabic and English.

### Desirable

1. Experience in using social media management dashboards (managing multiple accounts more efficiently, using less time, effort, and more security and analysis of data).
2. High Proficiency in the German language (Level B2, equivalent or better).
3. Ability to present innovative ideas for social media posts and school events.
4. Knowledge of / Experience in KPIs and KRIs for more effective performance and risk management.

### Essential Skills & Competencies Necessary

1. Genuine willingness and desire to receive continuous professional development (CPD).
2. Good communication and teamwork.
3. Ability to notice details and report accordingly.
4. Excellent organizational skills of both hard and soft documents.
5. Confidentiality and accountability in relation to data and content used and shared through any digital platform of the school.
6. Ability to work profitably and efficiently in a team environment.
7. A positive and respectful mindset towards all colleagues and stakeholders.

### Contact

If you think, you may be the right fit for this position, please send your application documents (in English) to:

Reference: DISJ-MESMC-2202  
Contact Person: Yaman Taie  
E-Mail: [verwaltung@disj.de](mailto:verwaltung@disj.de)

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