

The German Research Center for Artificial Intelligence (DFKI GmbH) is seeking for its Language Technology Lab in Berlin to fill one position for

Communication – Event Organisation – Community Building

for a period of initially 3 years (full-time).

DFKI is the leading institution in the field of innovative software technologies in Germany. In the international scientific community, it is one of the most important Centers of Excellence and is currently – measured by the number of employees and its third-party funding – the world's largest research center for AI, collaborating with national and international research partners and industry.

The Language Technology Lab at DFKI Berlin is involved in numerous national as well as international research programmes and networks. We offer an interesting and flexible work environment as part of an innovative, international and enthusiastic team which coordinates and participates in national as well as European projects in the wider area of Language Technology. The role is part of a EU project (Horizon 2020, Innovation Action) coordinated by DFKI, bringing together nine partners from research and industry to develop the European Grid Platform for Language Technologies.

Tasks include

- Planning and implementation of communication activities for a large EU project in the field of Language Technology, in close collaboration with the project coordinator
- Setting up a project-related network of 30 European competence centres
- Close collaboration with the whole EU project consortium, various partner projects and initiatives as well as additional partner networks
- Organisation and realisation of conferences and workshops
- Preparation of PR and marketing materials (flyers, brochures, posters, websites etc.) and content for all communication channels (press releases, social media, newsletters etc.)
- Documentation of results in project reports

Your profile

- A successfully completed degree in Business Administration, Communication Studies, Linguistics, Political Science, Journalism or a comparable field
- Excellent English and German language skills, both written and spoken (business fluent)
- Interest in research, technical fields and modern information technologies
- First experience in project management with focus on external communication
- Experience with digital communication media and the typical office software suites
- Team player, result-driven with problem-solving capabilities and high degree of motivation
- Nice to have: international work experience; graphic design experience (Illustrator, Indesign, Photoshop, Powerpoint etc.); web development (HTML, CSS, JavaScript); knowledge of communication strategies, social media management; additional language skills

We offer

- A wide and interesting range of tasks and extensive development opportunities in a young and international team
- Contribution to trend-setting, innovative projects in the field of Language Technology and AI
- An attractive workplace in the heart of Berlin

Please send your electronic application (PDF) to Dr. Georg Rehm (georg.rehm@dfki.de) referring to job opening no. 92-18/SM. A meaningful application should include a cover letter, a recent CV, and a brief summary of professional interests, and contact information for three references. Please also indicate your earliest possible starting date. We look forward to your application!