Deutsches Haus at NYU is New York’s leading institution for the culture and language of the German-speaking world. Since 1977, it has provided New Yorkers with a unique forum for cultural, intellectual, and artistic exchange with Germany, Austria, and Switzerland through its three pillars: the language program, the cultural program, and the children’s program.

About the Language Program: Deutsches Haus is New York’s best and most prestigious German language school with small-sized classes for children and adults. In addition, we offer private tutoring for individuals and small groups.

Position Description: The Intern will assist in the planning and teaching of the Children’s Language Program classes. In addition, the Intern will support general project management tasks as well as improvement initiatives, and carry out business administrative tasks. The Intern's role will initially be supportive and observational, but will quickly evolve into independent project management.

The Intern will be introduced to Deutsches Haus staff/team, programs, services, and ongoing projects. Initially the intern will contribute to general office tasks and disseminating information about language and cultural programs to potential clients. The Intern will assist the Language Program Coordinator in planning classroom schedules, record-keeping and instructional timetables. The Intern will also support efforts to promote the language program through the creation of flyers and managing the Language Program’s social media presence. The Intern will assist in developing branding strategies for the acquisition of new clients; will prepare customer profiles and presentation material.

Required Skills: Fluency in English and German, spoken/written

For more information about the position and how to apply, please visit: http://as.nyu.edu/deutscheshaus/about/jobs-and-internships.html