6655 9260 Clerk for communication and events (m/f/d) Can you identify with our motto "Stuttgart by profession"? Then you will find ideal development opportunities in the state capital of Stuttgart!  
   
The diversity of our professional fields is also reflected in our diverse staff composition. With us, all applicants (m/f/d) are equally valuable and welcome. We also welcome applications from severely disabled and equal opportunities. Part-time work is also possible in full-time positions, unless otherwise stated in the advertisement.  
  
Clerk for communication and events (m/f/d)  
  
We are looking for a clerk for communication and events for the office for sports and exercise of the state capital Stuttgart as soon as possible. The position is part-time (50%) and limited until December 31, 2023.  
  
Around 16,000 employees shape public life in the state capital of Stuttgart and ensure that everything runs smoothly in the boiler. At www.stuttgart.de/karriere you will find all the important information about our wide range of career and development opportunities.  
  
Sport and exercise are of great importance for a functioning urban society. The aim of sports policy is to strengthen the sports and exercise-friendly state capital of Stuttgart and to develop it further in a future-oriented manner. The "Communication and Events" section of the "Communication and Promotion of Physical Activity" department supports the Stuttgart sports clubs and organizations in organizing sports events and informs the people of Stuttgart about the work and offers of the Office for Sports and Physical Activity.  
  
Your main tasks:  
  
 \* Creation of appointment preparations including speech drafts for the mayor of the state capital as well as organization and preparation of press appointments  
 \* Public relations and marketing communication for the Eiswelt Stuttgart - here: Development of communicative strategies to encourage the people of Stuttgart to use the two ice rinks in the Waldau sports area  
 \* Research work and textual processing of the topics for various channels: writing press releases, texts for the web or newsletters as well as generating input for social media  
 \* Thematic orientation, organization and implementation of own events as well as advice for external organizers and promotion of small and medium-sized sporting events  
 \* Promotion and accompaniment of major sporting events in the financial, non-material and sometimes also organizational area  
 \* Writing greetings and quotes  
 \* Involving delegations from partner cities in major sporting events  
 \* Obtaining giveaways and prizes  
  
  
  
Your profile:  
  
 \* You have a university degree in humanities or a comparable field  
 \* You enjoy working in a team, are open to new things and have a special interest in sports and exercise in Stuttgart  
 \* You enjoy writing texts, have excellent writing skills and are able to purposefully create a wide variety of text types  
 \* You bring creativity and the ability to work conceptually with you and have the ability to work in a structured and independent manner  
 \* You have organizational talent and service orientation, which you can incorporate into interesting projects  
  
  
  
Look forward to:  
  
 \* A diverse, varied and interesting job  
 \* Versatile tasks with development potential  
 \* Work-life balance through flexible working time models  
 \* the opportunity to work mobile or in the home office  
 \* Personal and professional development through a comprehensive range of advanced training courses  
 \* Health management and sports offers  
 \* a subsidized public transport ticket  
 \* employer-funded pension  
 \* Discounted lunch in our company restaurants  
  
  
  
If all personal and collective bargaining requirements are met, you will be classified in pay group 10 TVöD.  
  
Mr. Fust is available at 0711 216-59817 or at alexander.fust@stuttgart.de for more detailed information on the job.  
If you have any questions about the procedure regarding personnel law, please contact Ms. Kirschmann on 0711 216-59837 or monika.kirschmann@stuttgart.de.  
  
Please send applications to our online application portal by March 17, 2023.  
  
If an online application is not possible, you can send us your paper application, stating reference number 52/0002/2023, to the Office for Sport and Exercise of the City of Stuttgart, Kronprinzstraße 13, 70173 Stuttgart.  
  
In the case of a paper application, please only send us copies without plastic sleeves or similar, as there will be no return. After completion of the selection process, all documents will be destroyed. Commercial Specialist None 2023-03-07 16:04:12.441000