



Job Posting

Information & Library

The Goethe-Institut Toronto is inviting applications for a full-time position as "Social Media, Web and Media Lounge Officer" to join their team on October 1, 2025 (38.5 hrs/week).

The Goethe-Institut is the cultural institute of the Federal Republic of Germany, active worldwide. We promote the knowledge of the German language abroad and foster international cultural cooperation. Additionally, we convey a comprehensive image of Germany through information about cultural, social, and political life.

Your responsibilities:

- Editing and conceptual development of the Goethe-Institut Toronto's social media communication and websites (www.goethe.de/to).
- Monitoring and maintaining the institute's social media channels (administration, content planning, editing, publishing, community management).
- Coordinating social media activities at the institute.
- Contributing to the conceptualization and implementation of projects and events in the Information & Library department and Media Lounge.
- Contributing to the conceptualization and implementation of online and offline community building for the Goethe-Institut Toronto and its information work.
- Contributing to the conceptualization and implementation of digital formats.
- Translation management, CMS entry, text and image editing.
- Documentation in the Goethe-Institut's project planning system (planning, reporting, budget monitoring).
- Assisting with other tasks in the Information & Library department.

Goethe-Institut Canada Inc.
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Your Qualifications and Experience:

- Experience in social media management is an asset.
- Experience in event management, especially in the literature field is an asset.
- Experience in an online editorial office is an asset.

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- Completed university degree.
- Very good German and English language skills in spoken and written form (German: at least B1 or higher).
- Editorial confidence, good writing style for digital and social media.
- Affinity for digital topics and trends (formats, societal dimension of digitalization).
- Good knowledge of image editing, experience with content management systems, basic HTML knowledge is an asset.
- Very good communication skills and high customer orientation.
- High willingness to cooperate and ability to work in a team, strong organizational skills.

We offer:

- An exciting and varied range of tasks in an international context.
- A committed team and regular training.

The salary is based on the local salary scheme of the Goethe-Instituts in Canada. Work conditions are based on Canadian law.

Please submit your cover letter and resume in German and English and, if applicable, work samples by August 31, 2025, with the subject “Application Social Media, Web and Media Lounge” by email to: bernadett.lukacs@goethe.de.

We thank all applicants in advance; however, only candidates selected for an interview will be contacted.