Common Wadden Sea Secretariat
Virchowstr. 1 | D-26382 Wilhelmshaven
T +49 (0) 4421 9108 0
application@waddensea-secretariat.org
www.waddensea-worldheriage.org
Date: 27.10.2026

Job Offer

Communications Support Officer (m/f/d)

for social media, publications, campaigns

Part-time (19.5h) | Temporary (2 years, with possible extension) | Wilhelmshaven

The Common Wadden Sea Secretariat (CWSS) is seeking to recruit a Communications Support Officer for social media, publications, campaigns. The position is based in Wilhelmshaven, Germany. Flexible working arrangements, including partial remote working, are possible by agreement. Regular presence in the office is expected.

About Us

CWSS supports, facilitates, and coordinates the Trilateral Cooperation on the Protection of the Wadden Sea, through which Denmark, Germany, and the Netherlands jointly safeguard the transboundary Wadden Sea World Heritage Site. Working at CWSS means being part of a dynamic, international, and mission-driven team, operating in a trilateral political-management environment. English is the working language. Our office is located in Wilhelmshaven, Germany.

Your Responsibilities

The Communications Support Officer works closely with and reports to the Communications & Outreach Officer at CWSS. The key responsibilities include:

- Plan, produce, and publish communication and visibility materials on social media (LinkedIn, Instagram, Facebook).
- Organise annual workshops and monthly online meetings for the trilateral social media group.

- Provide guidance, follow-up, and support to colleagues on publication production and release.
- Plan and deliver communications and promotional activities for events such as workshops, symposia, and anniversaries.
- Track and report on communications metrics.
- Give support in other communications activities and brand management.

Your Profile

- A bachelor's degree in communications, public relations or a related field. Equivalent professional experience may be considered.
- ≥1 year of professional experience in public relations, preferably in an international or multi-partner context. Experience in event campaigning.
- Proficiency in social media management, MS Office programmes, and design tools such as Adobe InDesign and Canva. Proficiency in content management systems (e.g., Drupal) an asset.
- Media literacy, knowledge of media and accessibility laws, knowledge of social media trends.
- Excellent writing and editing skills in English. Skills in Danish, German, or Dutch an asset.
- Strong organisational discipline and reliability in meeting deadlines and managing multiple tasks simultaneously.
- Creativity, attention to detail, and commitment to accuracy and quality control.
- High level of social competence, flexibility, and willingness to support colleagues where needed.
- Willingness to travel within the Wadden Sea region as required.

What We Offer

- This position is **based in Germany**. Due to German employment, tax and social security regulations, the successful candidate must be legally resident in Germany and eligible to enter an employment contract under German law for the full duration of the appointment. **Unfortunately, we cannot offer cross-border employment arrangements for this position.**
- Salary according to the German Collective Agreement for Civil Service Employees (TVöD) up to level 12, depending on experience.
- The position is offered on a part-time basis (19.5h) for an initial period of two years. Subject to the availability of funding and satisfactory performance, the contract may be extended.
- A supportive and dedicated international team.
- Room to grow professionally within the international nature conservation community.

How to Apply

Send your CV and motivation letter in a single PDF in English to Sascha Klöpper, Head of the CWSS, at application@waddensea-secretariat.org with subject "Communications Support Officer" and indicate your earliest possible start date.

Deadline: Applications will be reviewed on a rolling basis until the position is filled. We encourage interested candidates to apply as early as possible. The anticipated start date is 1 January 2027.

Questions? Contact Annika Bostelmann: bostelmann@waddensea-secretariat.org | +49 4421 9108 19.

In accordance with the General Data Protection Regulation (GDPR), effective since May 2018, we are required to inform you about the processing of the personal data you provide during the application process. For more details, please refer to www.waddensea-worldheritage.org/website-terms-and-conditions