



The Goethe-Institut Los Angeles has an opening for a

PROJECT ASSISTANT

Part- time position (50%) = 20 hours/week, until December 31st 2026

The Goethe-Institut is the cultural institute of the Federal Republic of Germany with a global reach. We connect people worldwide and promote cultural exchange, education and social discourse in an international context and support the teaching and learning of the German language. Together with our partners we look at global opportunities and challenges and bring different perspectives into a trustful dialogue. We see listening and reflection as keys to good communication. We are committed to the principles of openness, diversity, and sustainability.

Responsibilities:

- Assist in planning, organizing, and implementing events and projects.
- Provide administrative and organizational support to all departments.
- Assist in coordinating project and event logistics, including scheduling, venue arrangements, and guest services.
- Communicate with creatives, artists, sponsors, and cultural partners.
- Help prepare promotional materials and prepare social media content.
- Maintain records, databases, and correspondence.

Requirements:

- Native speaker level in English, German minimum B2 level, Spanish considered an advantage
- University degree (BA or higher) in cultural studies or German studies or equivalent
- Experience in project management desired, experience in festival support an advantage
- Very good organization and communication skills; negotiation skills an advantage
- Team player; ability to work under stress
- Willingness for flexible hours and occasional travel for business or training purposes
- Working knowledge of all common MS Office products and willingness to work with different data bases and programs (e.g. Contens, Canva)

What We Offer:

- Start Date: as soon as possible until December 31st, 2026
- Employment: 50% (20h/week) with 2 days onsite at the Goethe-Institut Los Angeles, 1901 W 7th St, Los Angeles, CA 90057 (hybrid work schedule)
- Nonexempt / hourly paid
- Approx. USD 2,400/month (salary based on local compensation standards of the Goethe-Institut in the USA)
- Enthusiastic, highly professional and motivated team
- Modern workspace in the Goethe-Institut location, with excellent connection to public transportation
- Regular opportunities for professional development online
- Additional benefits include generous vacation time
- The Goethe-Institut offers a competitive benefits package. The Goethe-Institut is an Equal Employment Opportunity employer and guarantees gender equality.

**GOETHE
INSTITUT**

Sprache. Kultur. Deutschland.

Applications will be accepted until the position is filled.

A valid work permit for the US is required. Unfortunately, the Goethe-Institut cannot provide any assistance in obtaining a work permit or visa.

Please submit your complete application (cover letter, résumé and the names and contact information of two references) by e-mail to

Simone Maier, Director of Administration Goethe-Institut Los Angeles: simone.maier@goethe.de