Student worker communications (R-AD2303) (d/f/m)

**Start date:** As soon as possible. 20 hrs per week.

**Location:** Berlin

**Application deadline:** 15 August 2023

NewClimate Institute

NewClimate Institute focuses on climate mitigation by supporting climate action research and implementation around the world. We are a dynamic and diverse team of researchers and policy advisors with extensive experience in supporting international climate negotiations and associated national and international decision-making processes. Through our policy-oriented research and capacity building we help national governments, international organisations, NGOs and other actors to develop and implement solutions to the global climate change challenge. NewClimate Institute’s key motivation is to maximise impact, in a creative and fun working environment with a positive team spirit built on openness, trust, and inclusiveness.

**The position**

NewClimate Institute is looking for a student worker to support our comms team sharing our insights with different audiences.

The position includes, among other tasks:

- Upload content to the NewClimate website
- Track our impact in media and with other audiences
- Support our in-house graphic designer with daily tasks
- Manage Word, Power Point and Excel templates of the organisation to ensure a professional look and consistent cooperate identity
- Other adhoc tasks to support team members working on communications-related questions (e.g. press relations, event management, …)

**Candidate profile**

You should be highly motivated with interest in the field of climate change policy and sustainable development and basic knowledge of communications-related matters.

We are looking for somebody who is:

- Motivated to work for a forward thinking, evolving, non-profit organisation in a dynamic, impact-oriented team-work atmosphere
- Interested to be part of a multi-disciplinary, international team
- Self-sufficient, independent and eager to learn
- Reliable and working with a high attention to detail

Requirements are:
• Enrolled in a study programme in a related field (communications study, marketing, etc.)
• Basic knowledge of software packages for graphic design (e.g. Adobe Illustrator, InDesign)
• Proficient in Microsoft Office applications (Word, Excel, Outlook etc.)
• Good communication skills; ability to express ideas succinctly both verbally and in writing
• Fully proficient in English; German or other languages is a plus
• Basic knowledge of social media platforms (e.g. Twitter, Mastodon, LinkedIn) and website content management systems (e.g. Drupal, Wordpress, Wagtail) are a plus

NewClimate Institute draws strength from its diverse team. We welcome applications regardless of a candidate’s ethnic and social origin, religion, sex, sexual orientation, gender identity, national origin, disability, care responsibilities or age. We particularly encourage applicants from the Global South.

Application procedure

If you are interested, we look forward to receiving your CV along with a short cover letter and university transcripts if available. Please do not include a photograph in your application. Please send the application via email to: internships@newclimate.org. Please include the reference number “R-AD2303” in the email subject and make sure to send all relevant information and files in a single pdf-document with a maximum size of 10 MB.