

## Communications officer (R-AD2403) (x/f/m)

**Start date:** As soon as possible. Full time – 40 hours per week (part-time possible).

**Location:** Cologne

**Application deadline:** 8 July 2024

### NewClimate Institute

NewClimate Institute focuses on climate mitigation by supporting climate action research and implementation around the world. We are a dynamic and diverse multidisciplinary team of political scientists, event managers, engineers, communication experts, business administrators, writers, natural scientists, data nerds, and much more – what unites us is the will to tackle the climate crisis. 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 an individual to strengthen our communications and engagement team. Our current core team includes a communications specialist, a designer and an editor / writer. The position would support this team in a number of ways and allow the successful candidate to learn and grow in the role. Specific activities will depend on the profile of the candidate and include:

- Engaging with project teams on possible outreach activities, and supporting their implementation
- Maintaining our social media channels and websites
- Monitoring our impact, for example through media coverage, and using findings to improve our engagement strategies
- Supporting press relations
- Event management (workshops, social events, webinars)

This position comes with an attractive package of salary and other benefits including 30 days of paid holiday, a public transport pass ("Deutschlandticket"), and support for a private pension scheme. The general German benefits scheme includes health insurance and social security. In certain cases, NewClimate Institute can also provide administrative support for visa applications for non-EU nationals.

### Candidate profile

You should be highly motivated and passionate about sustainable development and action against climate change, and eager to communicate our research to key audiences.

We are looking for an individual who is:

- Motivated to work for a forward-thinking, evolving, non-profit organisation in a dynamic, impact-oriented teamwork atmosphere

- Interested to be part of a multi-disciplinary, international team
- Self-sufficient, independent and eager to learn

Requirements are:

- University degree or equivalent in a related field (e.g. communications, journalism, marketing, climate or energy science, climate and development), alternatively similar qualifications through professional experience in the field.
- Excellent writing, communication and presentation skills; ability to express ideas succinctly both verbally and in writing
- Fully proficient in English; German or other languages are a plus
- Knowledge of Microsoft Office applications (Word, Excel, Outlook etc.), social media platforms and website content management systems (e.g Drupal, WordPress, Wagtail) .
- Knowledge of other communication tools (e.g. Mailchimp, Canva, Meltwater) is an asset
- Understanding of or keen interest in international and national climate change mitigation policy and the nexus of climate and development

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. Please do not include a photograph in your application. Please send the application via email to: [recruitment@newclimate.org](mailto:recruitment@newclimate.org). Please include the reference number "R-AD2403" 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.