

Junior Communications Officer (d/f/m)



Application Deadline: We are recruiting on a rolling basis until the position is filled, so you are advised to apply at your earliest convenience but latest by 15 February 2024.

Start: from February 2024 (latest March 2024)

Employment Type: Paid, part-time (max 20h/w for at least 6 months with a view to a longer time contract) role for a student currently enrolled at university.

Your tasks:

- You help put Climate & Company's projects into the spotlight by supporting all our strategic communications efforts, taking into account political events, media developments, social media trends and other PR elements based on input from the Climate & Company team.
- You help coordinate and execute the editing and dissemination of policy briefs.
- You coordinate and implement the editorial content planning of Climate & Company's social media channels, newsletters and website based on input from the team, ensuring coherence and efficient internal communications coordination.
- You act as a go-between and sparring partner for each of the projects and facilitate colleagues' (researchers and sustainable finance experts) communication mindedness and inputs, including during public events and in our publications and external outreach.
- Together with the larger comms team, you establish and maintain contacts with relevant journalists and media outlets; you support the editing of press material.
- You support the preparation and realization of events and workshops.
- You work directly with our Managing Director and communications team on the development of our long-term communication strategy.

Requirements:

- You are pursuing an advanced university degree (**enrollment in university mandatory**) and have a **strong communication background** (Public Affairs, Public Relations, Press Management, Journalism etc).
- You are registered in Germany, the Netherlands, Belgium or Austria.
- You already have professional experience (from previous jobs, internships, volunteering roles etc) in communications. Your creative, innovative and outside-the-box mindset is welcome!
- You have a strong interest in deepening your knowledge of **German, EU and international climate, environment and sustainable finance policy**. You don't have to be an expert, but

you are strongly committed to our values and mission: implementing a green and sustainable future for all - and to help us get this message across to key decision-makers.

- You have **excellent writing and speaking skills in English AND German** (any other language is considered an advantage) and experience in drafting content for social media posts, website news items and, as an asset, press releases.
- You have some experience in: **press work** (press outreach, press release writing, etc), **event organisation** (workshops, webinars, conferences); **social media management** and **content writing** (LinkedIn & Twitter); **visual design** (with Canva.com or any similar tool); and/or **website** content management system (WordPress). Experience in optimising texts for search engine optimisation (SEO) is a plus.
- You are a team player who is equally able to work independently. You are ready to coordinate projects together with both colleagues and external partners and have very good time-management and interpersonal skills.
- You dare to apply even if you don't tick all the boxes!

Please note: **fluency in German is a must for this role.**

Location:

Our dynamic and international team works remotely (based out of Berlin, Innsbruck, Potsdam, Amsterdam, Leipzig, Brussels), so the position will mostly take place from home. There is however an office space in Berlin and Brussels that would be available to you, if applicable. We also organise regular co-working days and team retreats in the Benelux (Amsterdam and Brussels) & and Berlin regions.

About us:

Climate & Company is Germany's Sustainable Finance Think Tank. We are a group of mission-driven experts on climate and biodiversity finance and policy from key EU institutions, the academic world and the banking and investment sectors. As a team, we make sustainable development a reality by acting as bridge-builders between the private and public sectors, supporting evidence-based policymaking, and creating international partnerships for target actions and fora for international knowledge exchange. Our goal is to enable a green and just transition by unleashing the power of data and financial tools. Are you with us on our mission for a just and green tomorrow?

Diversity and inclusion are at the core of our values as a team. If you wish to make us aware of any special needs you may have during and beyond your hiring process, please simply let us know in your application!

How to Submit Your Application:

Please submit your application in English to jobs@climcom.org (with louisa@climcom.org in CC), including the job title “(Junior) Communications Officer” in the subject line. In your email, please include your **CV (max 2 pages)**, current **academic transcripts**, and concise **answers** (max 150 words per answer) to these **3 questions**: a) What motivates you the most about joining our Communications Team? b) Take a look at our social media ([LinkedIn](#)): What two moments in the international realm will be key for us to react to / comment on in 2024 (think about upcoming events, processes and high-level meetings relevant to policy-making in our field of work)? c) What do you perceive as our key target audience and how would you reach out to it? Please also indicate **your earliest start date** as well as the desired **number of hours**.