

Vacancy:

Student Assistant: Communication and Outreach at *Climate Transparency* partnership

Date: 09 May 2022

Starting Date:	1 June 2022 (ideally)
Duration:	until 30 April 2023 (extension depends on project funding)
Location:	Berlin, Germany
Job Type:	Student assistant (max 80h/month)
Salary:	12,96€/h

The HUMBOLDT-VIADRINA Governance Platform is a not-for-profit, limited liability company, based in Berlin / Germany. We promote democratic processes and thought-through governance strategies in Germany, Europe and worldwide (www.governance-platform.org/en). The HUMBOLDT-VIADRINA is hosting the International Secretariat of Climate Transparency.

Climate Transparency is a global partnership with a shared mission to stimulate a 'race to the top' in G20 climate action and to shift investments towards zero carbon technologies through enhanced transparency. The partnership's annual [Climate Transparency Report](#) compares the climate performance of G20 countries in the areas of mitigation, finance and vulnerability. The report and outreach activities increase awareness and peer pressure among policy-makers of G20 governments and influencers from civil society and the financial sector on a national and international level (www.climate-transparency.org).

Job description:

We are seeking a student assistant to join our Climate Transparency team. The successful applicant will support our communication manager to implement the outreach strategy for the Climate Transparency Report 2022.

Key responsibilities include, but are not limited to:

- Support the establishment and implementation of a targeted communication strategy of Climate Transparency (online and offline)
- Serve as focal point for the Climate Transparency website and the Twitter account of the initiative
- Support the coordination of the international press work of the initiative as well as public events and webinars
- Input to the design of new publication, visualizations, and implementation of changes to existing templates and designed documents in cooperation with a designer in Adobe InDesign
- Support project management (incl. prepare minutes of meetings, partner communication, maintain contact lists)
- Provide further logistical support for project team

Knowledge, experience and skills:

- Enrollment at a university for Bachelor or Master degree in a relevant subject
- Strong interest and first practical experience in public relations, journalism or social media
- Basic knowledge on climate policy and related international processes (e.g. UNFCCC and G20)
- Excellent communication skills in English (ideally native speaker – German skills are a plus)
- Ability to work independently
- Working knowledge in MS Office, Wordpress, Twitter

Interested?

Qualified candidates should submit a CV and a short introduction letter to Mariana Gutierrez mgutierrez@governance-platform.org. Please provide transcripts and letters of references only upon request. Interviews are planned to be conducted in May.