

## Job Opening: Student Assistant Climate Neutrality (f/m/d)

10-20 hours a week, based in Brussels

Are you passionate about the energy transition and making it happen? If you are currently enrolled in a university or higher educational institution and would like to make an impact with your ideas and skills and spend about 10-20 hours of your time (per week) supporting a project showcasing best practices to the path to net zero GHG emissions, please read on:

Our communication project on showcasing Transition-to-Net-Zero success stories across Europe aims to give ideas and tools for faster climate action to a wider audience. It will result in an interactive tool as part of Agora's website and cover energy, transport, buildings and industry sectors. To support our team we are looking to hire a

### Student Assistant Climate Neutrality (f/m/d)

Brussels-based, 10-20 hours a week

As Student Assistant you will play a crucial supportive role in ensuring the pilot and roll-out phase activities are implemented smoothly and timely. You will work under the guidance of the Project Manager to coordinate activities with participants and make material publishable online. This is a role for someone curious and engaging, with coordinating skills and a keen sense of detail. A general knowledge of the energy sector and EU energy policy, as well as good drafting skills (various formats) would be advantageous.

#### Role and Responsibilities

In support of the implementation of the various planned activities for this project, you will have the following key responsibilities:

- Reach out to various participants to arrange preparatory meetings and support the coordination of planning with our subcontractor;
- Ensure follow-up with participants, prior and after our collaboration on the selected best practice;
- Support in the finalization of documents related to best practices, and possibly drafting of new best practice briefings;
- Responsible for transposing finalized best practice briefs into online publishable format and
- Support in the online publication process.

## Who we are looking for

You should currently be enrolled in a higher education institution in Germany (for the next 12 months), have an eye for detail and be customer oriented. More specifically we are looking for:

- Strong coordinating skills;
- Strong attention to detail;
- Collaborative spirit;
- Fluent command of the English language, other language skills are a plus;
- Good communication skills, dedication, reliability, perseverance, and a strong intellect;
- Proactively thinking about the next steps and communicating and asking questions to relevant team members; and
- Knowledge of the energy sector / EU energy policy / the energy transition is an advantage.

## We offer

- An opportunity to work in a highly motivated and professional team;
- Insights into the broad range of Agora Energiewende's research activities;
- An international working environment in a cooperative working atmosphere;
- An attractive and comfortable office space in a central Brussels location with fresh fruit and fresh coffee, a work-from-home option, weekly breakfast, team events and other get-togethers with colleagues; and
- A student employment contract, initially limited to up to a year.

To apply for the position, please upload your CV and cover letter in one single file through the following online form:

<https://cloud.sefep.eu/s/Ds6jtjZwx2cpfkB>

The deadline for application is the 15th of August, 2021. Applications will be reviewed on a continuous basis and the position will be filled as soon as a suitable candidate is found. Please use 'Surname\_Name\_Student\_Assistant\_Success-stories' as file name and include your CV as well as a motivation letter in your application. For reasons of objectivity, we would like to ask you not to include an application photo. Should you have any questions, please contact Bettina Groß by email under [bettina.gross@agora-energiewende.de](mailto:bettina.gross@agora-energiewende.de).