

Project Assistant (m/f/d)

in the area of bid management (20 hours/week)/ adelphi Consult

adelphi is the leading independent think-and-do tank in Europe for climate, environment and development. We are some 320 strategists, thought leaders and practitioners working at the local and global levels to find solutions to the most urgent political, economic and social challenges of our time. As a policy consultancy, we support a just transition towards carbon neutrality and sustainable, liveable societies. Our work is grounded in transdisciplinary research, evidence-based consulting and stakeholder dialogues. With these tools we shape policy agendas, facilitate political communication, inform policy processes and support decision-makers.

Reconciling economic growth with climate protection and resource efficiency requires access to affordable and appropriate financing solutions. In many countries, however, markets and frameworks for green financial products and sustainable investments are underdeveloped. adelphi supports clients from politics, business and the financial sector in designing and implementing green financing instruments, both in Europe and in developing and emerging economies.



PARTTIME BERLIN

Job summary

As part of the Business Development Team, you will support us in the preparation of proposals with the identification of suitable experts, processing of CVs and references, with research tasks on our topics, our clients and partners, and with the creation of offer-related text modules, graphics and tables. You will assist the team in compiling all required documentation and contribute to a successful proposal process. This position is right for you if you want to learn how external projects are solicited and how a sustainability-oriented company works from a business perspective.

Diversity is important to us. For a sustainable future, we need a diversity of experiences, backgrounds and perspectives.

Your tasks

- Contribute to the bid preparation process in a broad environmental thematic area (including climate, energy, biodiversity, sustainable finance, circular economy, sustainability).
- Content adaptation of CVs, project references and other text elements
- Support in the compilation of formal evidence of a legal-administrative nature
- Support in identifying experts and partner organisations
- Contributing to the maintenance and archiving of relevant databases and templates

Your qualifications

- Student from the 3rd Bachelor's semester or in the Master's degree of a degree programme with environmental relevance or an administrative subject – with at least one year of remaining study time
- Interest in international development in adelphi's fields of work
- Very good written expression in English and German – further language skills are an advantage
- Quick grasp of new topics to familiarise yourself with them

- Structured and meticulous approach to work with an eye for detail
- Organisational talent, sense of responsibility and initiative
- Confident handling of MS Office applications
- Ideally you are able to work at least two full days a week

We offer...

adelphi Impact:

You advance social-ecological transformation with impactful projects.

adelphi Fit:

Free or discounted membership in the Urban Sports Club with more than 50 sports throughout Germany and in five European countries.

adelphi Mobile:

Subsidized BVG company ticket including free transportation for passengers and/ or our job bike leasing for your personal bike of choice. Whether for your way to work or for your free time.

adelphi Spirit:

An international and interdisciplinary team with a lot of passionate commitment for a future worth living. Not only spinning ideas together at work, but also celebrating together at various adelphi events.

adelphi DNA:

dynamic green new-work environment with flexible working hours for your personal work-life balance as well as IT equipment for your home office.

adelphi Care:

Individual development through numerous internal and external trainings as well as our buddy program, mentoring and knowledge exchanges.

Your application

We therefore welcome all applications – regardless of gender, disability, nationality or ethnic and social origin. Recognised severely disabled persons or persons of equal status will be given preferential consideration in the case of equal suitability.

Send us your complete documents **as soon as possible** (including cover letter, including curriculum vitae, copies of certificates, salary expectations and information on your availability). Please use only the way via our online application.
Applications will be evaluated on a rolling basis.