

Project Assistant (m/f/d)

in the Communications Team (Student Position, 15–20h/week) / adelphi consult GmbH

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.



**PARTTIME
BERLIN**

Job summary

The Communications Team manages all internal and external communications for adelphi. We ensure that complex topics related to climate, sustainability, and

transformation are translated into clear and compelling narratives, keeping adelphi visible, relevant, and credible as Europe's leading sustainability think-and-do tank. We are seeking a motivated student to support website maintenance, social media activities, and press monitoring. If you are eager to contribute to our internal processes, bring fresh ideas, and work with a dynamic, international team, we would love to hear from you!

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



Your tasks

This position is open to students currently enrolled in a Bachelor or Master programme.

You will:

- Maintain the content management system (CMS), including data entry and updates on the adelphi website and quality assurance
- Edit and prepare texts for publication on the adelphi website
- Support SEO optimisation efforts
- Monitor website performance (monthly to quarterly)
- Monitor social media channels (monthly and annual support)
- Provide editorial support as needed
- Coordinate staff photo sessions with external photographers
- Support press monitoring and maintain our media profile



Your qualifications

- You are currently enrolled in a Bachelor's or Master's programme
- You have a strong interest in communications
- You have excellent command of English and German
- You are proficient in MS Office
- As an asset: experience with content management systems (CMS)
- You have an interest in AI-supported solutions
- You are proactive, independent, and enthusiastic about contributing ideas and taking initiative

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.