

Executive Assistant (gn)

Stellenanbieter: Agora Think Tanks gGmbH

As Agora Think Tanks we develop politically feasible and science-based strategies and solutions for the transformation to climate neutrality. Along with overarching questions of climate policy, the successful transformation to a climate-neutral energy system is at the core of our work. With around 180 employees at four locations worldwide, we advise decision-makers and facilitate a productive exchange of ideas. Because no single institution can tackle the complexity of the transition from fossil fuels to renewables and to climate neutrality, we cultivate an intensive dialogue with stakeholders from politics, civil society, the economy, and science and are active in a global network of think tanks promoting the net-zero transition. As a non-profit organisation we act independently and free from economic or party-political interests. Our organisation operates in an international setting, with English as the primary language of communication.

To further strengthen our Executive Office, we are looking for an experienced professional to take on the role of

Executive Assistant (gn)

Full- or part-time (min. 32 hours/week), Berlin-based

In this role, you would work closely with senior management and Agora's Supervisory Board, gaining insights into the heart of the organization and being involved in key organisational processes and developments.

Reporting to the Head of Executive Office, the Executive Assistant is responsible for the operational, administrative, and organizational backbone of the Executive Office. The role is focused on ensuring well-structured processes, reliable scheduling, and smooth day-to-day operations, thereby enabling the executive leadership to work efficiently and well prepared.

Your responsibilities include

- Provide comprehensive administrative and organizational support to the Executive Office and the Senior Management
- Manage calendars, appointments, and scheduling, including coordination with internal and external stakeholders
- Organize national and international travel, including logistics, itineraries, and expense reimbursement
- Schedule, coordinate and prepare meetings and appointments and manage follow-up tasks
- Support written and verbal correspondence in German and English on behalf of the Executive Office

- Coordinate physical and online meetings with Supervisory Board members, funders, and other senior stakeholders, including logistical event preparation and documentation
- Ensure a smooth flow of information between the Executive Office and internal teams
- Maintain files, contact lists, and records, ensuring accuracy and confidentiality
- Handle sensitive information with discretion and professionalism
- Contribute to improving office routines within the Executive Office and organisation-wide administrative processes and systems.

We expect

- 3 years of professional experience in an executive assistant, senior assistant, or comparable administrative role, ideally supporting senior leadership
- A proactive, reliable, and well-structured working style, with the ability to take initiative, follow up on tasks, and manage priorities independently
- Excellent organizational skills and confidence in managing multiple tasks, schedules, and deadlines simultaneously
- Strong attention to detail and a high standard of accuracy, consistency, and quality
- The ability to prioritize effectively, remain flexible, and adapt to changing demands in a dynamic environment
- Strong interpersonal skills and the ability to work constructively across teams and hierarchies
- Strong written and verbal communication skills in English and German
- High level of discretion, integrity, and trustworthiness
- Interest in working in a mission-driven, non-profit or policy-oriented organization, combined with a calm and professional manner, even in busy or high-pressure situations
- Experience in interacting with board members, funders, or other senior stakeholders is an advantage
- A friendly and open manner

We assume that there are excellent candidates for the job who do not meet all the criteria in the description. Maybe you have certain skills we haven't thought of yet? Tell us why you are the right person for the job.

What we offer

- A central role within the Executive Office of a leading energy and climate think tank
- Being a member of a newly established supportive and dynamic team
- A diverse and international working environment with a cooperative team culture and flat communication structures
- Insights into the work of a dynamic, mission-driven organisation, including collaboration with colleagues and partners from around the globe
- An attractive workplace at our headquarters in Berlin, with the option of hybrid working and good digital equipment
- Opportunities for professional and personal development, including access to an online

coaching platform, training sessions, and team retreats

- One option from our benefits basket (e.g. job ticket, Urban Sports, Shopping Vouchers, etc.)
- 29 days of annual leave (based on a 5-day work week), plus 24 and 31 December off
- A flexible full- or part-time role with initially a two-year employment contract

How to apply

We look forward to receiving your application by **22 February 2026** via our website.

For reasons of objectivity, we ask that you refrain from submitting an application photo.

We want an energy transition for everyone from everyone. Therefore, we are particularly pleased to receive applications from people from groups that have been underrepresented in energy policy so far. We welcome applications regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability and age, and sexual orientation. Our offices are not completely barrier-free, but we are open to find individual solutions.

As part of this, we are soliciting anonymous information on a voluntary basis regarding our applicant's backgrounds. This information will be used only to inform future recruitment strategies and will not impact hiring decisions in any form. Your input will not be forwarded to third parties and will not be used in connection with your application.

Please follow this link to participate in the survey.

<https://limes.sefep.eu/index.php/833735?lang=en>

- **Anstellungsart:** Befristetes Arbeitsverhältnis
- **Arbeitszeit:** Flexibel, 32 h/Woche
- **Berufserfahrung:** 3 - 5 Jahre

Bewerbungsschluss: 22.02.2026

Einsatzort: 10178 Berlin / hybrid, Deutschland

Stellenanbieter: Agora Think Tanks gGmbH

Anna-Louisa-Karsch-Straße 2

10178 Berlin, Deutschland

Ansprechpartner: Senior HR Manager, Sandy Rosenhauer

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Online-Bewerbung: <https://agora-thinktanks.jobs.personio.com/job/2506615#apply>

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