

Media and Communications Assistant (m/f/x) - part-time / mini-job position

Stellenanbieter: International Solar Energy Society e.V.

The [International Solar Energy Society \(ISES\)](#) is a non-profit membership organization and an UN-accredited international NGO dedicated to advancing renewable energy worldwide.

Our work focuses on providing a global platform for knowledge exchange on solar and renewable energy solutions. Our initiatives include hosting annual conferences, producing scientific publications, and offering a range of online services.

To support our team in Freiburg, we are offering a part-time position as

“Media and Communications Assistant”

for approximately 8-10 hours per week (depending on workload) on a 603 €-basis.

The position is initially limited to one year, with the possibility of extension.

Tasks

The ISES team in Freiburg needs assistance with the following responsibilities:

- Updating and maintaining our three websites
- Providing administrative support for the organization of the EuroSun Congress in Freiburg
- Provide active on-site support during the conference (14–18 September 2026)
- Email campaigns and mailings
- Handling general administrative tasks as needed

Requirements

- Very good spoken and excellent written English skills
- Strong organizational and administrative abilities
- Proficiency in Office software
- Service-oriented, friendly demeanor and strong communication skills
- Reliable, structured, and independent working style

Benefits

- A mini-job position with flexible working hours, combining on-site work in Freiburg with remote options

- Working within a small, dedicated, and international team
- The opportunity to gradually expand your scope of responsibilities
- A varied range of tasks addressing globally relevant topics related to the energy transition

Please send your cover letter, CV and references to Monika Falkner, hq@ises.org.

The start date is as soon as possible or by mutual agreement.

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