

Team Assistant (gn)

Stellenanbieter: Agora Think Tanks gGmbH

Do you enjoy keeping track of things in international projects, providing reliable support for budget and financial processes, and acting as an important link between our Data & Modelling team and our international teams and networks while keeping everything organized behind the scenes? If so, we'd love to hear from you!!

As Agora Think Tanks, our goal is to achieve climate neutrality by the middle of the century. Our independent and non-partisan think tanks analyze current challenges, contribute their expertise to political decision-making processes, and promote international dialogue.

Our Data and Modelling team is responsible for developing database services, analytical and modeling tools, and visualization products for Agora Energiewende, Agora Industry, and Agora Agriculture. Additionally, our team develops and maintains applications for Artificial Intelligence (AI) and the back-end of our websites. The team collaborates across organizational boundaries at the interface between our sectoral, political, and communication work in Germany, Europe, and internationally. Our team primarily operates in English and collaborates with international partner organizations and donors.

To strengthen our **Data and Modelling team**, we are looking for a

Team Assistant (gn)

as parental leave replacement

Part-or-Full-time, minimum 32 hours, based in Berlin

You will be part of a dedicated and collegial team of currently eleven colleagues and will support both the financial and administrative processes of our team.

Your responsibilities include

- Preparing and following up on team and external meetings, including taking minutes;
- Assisting with the planning and execution of events and workshops (both digital and in-person in Berlin);
- Serving as the key point of contact between team members, internal teams, external partners, and donors;
- Organizing and coordinating team schedules, meetings, and travel (domestic and international);
- Creating and editing presentations, documents, and reports;
- Supporting project and time management within the team;
- Assisting with budget management, invoicing, and expense reimbursement;

- providing general administrative and organizational support.

We are looking for

- Sound knowledge and skills in business administration or management;
- Proven experience in planning and organizing events, including travel management;
- A high level of initiative, and the ability to work effectively as part of a team;
- A high level of proficiency in MS Office applications, particularly Excel and PowerPoint;
- Fluency in spoken and written English and German;
- Strong written and oral communication skills for liaising with various stakeholders and service providers, and a friendly and approachable manner.

What we offer

- The opportunity to work in a mission-driven, highly motivated and professional team on an essential task for the future;
- A diverse and international working environment with a collaborative atmosphere and flat communication and decision-making structures;
- An attractive workplace in the centre of Berlin, with team events and other group activities with colleagues;
- Opportunities for professional and personal development and support, including access to a mental wellbeing platform;
- One option from our benefits package (e.g. Jobticket, shopping vouchers, Urban Sports);
- The opportunity to work in a hybrid arrangement with good digital equipment;
- A comprehensive onboarding programme;
- 29 days annual leave (based on a 5-day week) plus time off on 24 and 31 December;
- A fixed-term contract initially until 31 October 2027.

How to apply

We look forward to receiving your application by the **30th of August 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 finding individual solutions.

As part of this, we are soliciting anonymous information on a voluntary basis regarding our applicant's background. 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:** Vollzeit, 32 h/Woche
- **Berufserfahrung:** 1 - 2 Jahre

Bewerbungsschluss: 30.08.2026

Einsatzort: 10178 Berlin / hybrid, Deutschland

Stellenanbieter: Agora Think Tanks gGmbH
Anna-Louisa-Karsch-Straße 2
10178 Berlin, Deutschland

Ansprechpartner: Recruiting Manager, Marleen Kropat
E-Mail: Marleen.Kropat@agora-thinktanks.org

Online-Bewerbung:
https://agora-thinktanks.jobs.personio.com/job/2731971?_pc=1369691#apply

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greenjobs.de-Adresse dieses Stellenangebots: <https://www.greenjobs.de/a100154227>