

Student Project Assistant (m/w/d)

in the field of (international) climate policy

up to 20 h/ week, start date as soon as possible – adelphi research gGmbH

adelphi is an independent consultancy specialising in climate, environment and development. Combining scientific analysis with evidence-based advisory services, we support the just, transformative transition towards a sustainable, future-proof society.

Our experts work locally and globally on the key challenges of political, economic and social change. We are agents of the future within a global network of strategists, practitioners, forward thinkers and critical analysts. Through transdisciplinary research, evidence-based consulting and stakeholder dialogues, we shape policy agendas, facilitate political communication, inform policy processes, and support decision-makers.



**PART TIME
BERLIN**

Job Summary

As a Project Assistant, you support our team in advising actors from politics and the private sector in Germany and the EU on topical and urgent issues of (international) climate policy. In collaboration with our team, you contribute to studies, conduct extensive research, design and implement events as well as communication/information products.

Depending on the project, you work on a wide range of complex, international topics – e.g. resilience and adaptation to climate risks, implementation of the Paris Agreement in various countries and sectors, links between climate and international relations and innovative climate finance approaches.

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



Your tasks

- Supporting the drafting of scientific and non-scientific texts
- Research on various climate policy topics
- Support in organising and conducting events and workshops, both online and in person
- Supporting communication tasks, e.g. writing concise, generally understandable texts on project results, designing infographics and flyers
- Supporting daily project work, e.g. by setting-up presentations, formatting documents, managing sources (in Citavi) and submitting content to the adelphi website



Your qualifications

- You are a Master's student with at least one year of studies remaining, majoring in political science, economics or social sciences with a focus on environmental and climate policy, international relations, public policy or another related field.
- You have proven interest and initial experience in working on issues of (international) climate policy. Relevant knowledge of adaptation, specifically, European policies and initiatives on climate adaptation, the Paris Climate Agreement or climate finance is an advantage.
- You work confidently with standard Office tools (Word, PowerPoint, Excel), have a good eye for formal aspects, value clarity and accuracy.
- You are fluent in German and English and have good writing skills (other languages such as Spanish or French are an advantage). Experience in writing policy outputs is an advantage.
- You enjoy exploring new topics and approach your tasks in a structured and independent manner.

We offer...

International projects on climate policy and an opportunity to get to know the everyday work of a think-and-do tank.

Flexible working hours of 16–20 weekly, with an option to increase to 40 hours during the semester break.

An exciting, flexible and multicultural working environment and an appreciative corporate culture with flat hierarchies.

An attractive, central office on the Spree (S Bellevue), an ideal environment for creative work.

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_Mobile

Subsidized BVG company ticket including free transportation for passengers from a minimum contract term of one year.

adelphi_Fit

Free or discounted membership in the Urban Sports Club with more than 50 sports throughout Germany and in five European countries from a minimum contract term of one year.

adelphi_DNA

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

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 application documents (including cover letter, curriculum vitae, copies of certificates, and information on your availability) **as soon as possible**. Please apply exclusively via our online application portal.