

# Student Project Assistant (m/f/d)

EU Ecolabel Helpdesk from 1 May (16 hrs) - Berlin  
adelphi consult

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.

Reconciling economic growth with climate protection and resource efficiency requires access to affordable and appropriate financing solutions. In many countries, however, markets and frameworks for green financial products and sustainable investments are underdeveloped. adelphi supports clients from politics, business and the financial sector in designing and implementing green financing instruments, both in Europe and in developing and emerging economies.



## **PART TIME BERLIN**

## **Job Summary**

You want to strengthen sustainable consumption and thus contribute to sustainable development? Then support us from 1 May 2024 as a project assistant (m/f/d) in the sustainable consumption team.

We work on behalf of the European Commission as the EU Ecolabel Helpdesk. The Helpdesk is the central contact point for companies, authorities, environmental groups and the interested public for all questions concerning the EU Ecolabel. The Helpdesk team answers enquiries and raises public awareness and the dissemination of sustainable consumption through various activities. We also support the European Commission in maintaining and further developing a product database that records which products bear the EU Ecolabel. This makes it even easier for consumers to find certified products in online shops and make sustainable purchasing decisions. As a project assistant, you support the close exchange with stakeholders and the

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



## Your tasks

**You support the Sustainable Consumption team, especially in the "EU Ecolabel Helpdesk" project:**

- You interact with various stakeholders, answer questions about the EU Ecolabel and establish yourself as a competent contact person. You will be in contact with member states, companies, online retailers and environmental auditors on an international level
- You deal with user enquiries regarding the content of the product database (with the help of the IT team of the European Commission) and thus contribute to improving the quality of the data
- You will assist in approaching online retailers and other stakeholders about the further use of the product database and potential partnerships
- You support us in the conception, implementation and follow-up of (virtual) events
- You will assist with the semi-annual compilation of statistics on EU Ecolabel products
- You support research and spontaneous consulting activities on the topics of sustainable lifestyles and consumer information



## Your qualifications

- You are a student in the 3rd Bachelor's semester or in the Master's semester of a degree programme with environmental and/or economic relevance with at least **12 months** of study remaining
- You are interested in the field of sustainable consumption
- You enjoy communicating with people and can rely on your excellent written and spoken communication skills in English.
- You have a high degree of service and customer orientation and are able to deal with enquiries from companies and other stakeholders from the EU member states in a targeted manner
- You have organisational talent and can think in solution-oriented process flows
- You are efficient, have an eye for detail and good Excel skills.
- You can flexibly arrange your working hours of 16 hours per week and, if desired, increase them to 40 hours per week during the semester break.

## 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 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, curriculum vitae, copies of certificates and information on your availability). Please use only the way via our online application