

Copywriter (d/f/m)



Application Deadline: 24 April 2023

Start: As soon as the position is filled

Employment Type: Freelance contract

As our Copywriter and Proof-reader (in English) on topics relating to sustainability, climate, biodiversity, regulation and sustainable finance, you are responsible for developing Climate & Company's online and offline communications, and ensuring their quality, relevance and message is well received by their target audience. Your objective is to make compelling content for Climate & Company to increase our visibility in the online sphere. Beyond that, you will ensure that our technical and non-technical publication standards are of a high quality. Working as part of the Communications team, you will be tasked with working on specific projects on an *ad hoc* basis, at an hourly rate.

Your tasks:

- Participating in project team meetings before reports/briefings are drafted to accompany and coach the team on the main goal, structure and messages of the report before starting the writing process, and giving critical feedback on structure, table of contents and clarity.
- Proof-reading, polishing and editing the final text of the text before publication.
- Identifying trending topics relating to our work sphere and to coordinate with our Communications Officer and Graphic Designer in order to create engaging content as appropriate.
- Finding and selecting royalty-free/copyright-free appropriate images to use for posts on the Climate & Company website and other social media.

Desirable:

- Maintaining our website (Word Press) and social media accounts and ensuring that Quality Assurance is properly maintained, in terms of content, links, tags and hashtags.
- Identifying SEO-friendly keywords and ensuring their incorporation into the content drafted.
- Ensuring that draft publications include SEO-friendly titles, tags, and text.
- Remaining up to date with the latest SEO trends.

Mandatory Requirements:

- A degree in English, Journalism, or other relevant fields.
- Native-level English (in addition, fluency in German will be considered a strong plus).
- Be a good, dependable team player who can work with others.
- 3+ years of proven experience with writing/editing issues in the areas of sustainable finance, biodiversity and climate change.
- 3+ years of proof-reading experience, with a preference for academic papers.

- Ability to write and proof-read in UK English (in APA style, where appropriate).
- Ability to work with minimum supervision.
- As this is a freelance role, you will need to have a registered company or self-employed status with a valid tax number to invoice us for your work.

Desirable Requirements:

- Strong and demonstrable SEO skills.
- Good working knowledge of the Word Press back end.

We encourage you to apply even if you may not meet all the criteria listed. We look forward to your application.

Location:

We are a remote-first company, so you can fulfil your role from anywhere you like, as long as your 'active' hours coincide with our regular working hours (09:00 – 18:00 Central European Time +/- 2 hours). For meetings with the team, office space in Potsdam is available. We also organise regular co-working days and team retreats in the Benelux (Amsterdam and Brussels) & Berlin regions to ensure that we also maintain real, in-person contact.

About us:

Climate & Company is Germany's Sustainable Finance Think Tank. We are a group of mission-driven experts on climate and biodiversity finance and policy from key EU institutions, the academic world and the banking and investment sectors. As a team, we make sustainable development a reality by acting as bridge-builders between the private and public sectors, supporting evidence-based policymaking, and creating international partnerships for target actions and fora for international knowledge exchange. Our goal is enabling a green and just transition by unleashing the power of data and financial tools. Are you with us on our mission for a just and green tomorrow?

As we strive to be as diverse as possible, we prioritise applications from people from different racial and ethnic groups, people with disabilities, and people of all genders and sexual orientations if they are equally qualified.

Diversity and inclusion are at the core of our values as a team. If you wish to make us aware of any special needs you may have during and beyond your hiring process, please simply let us know in your application.

How to Submit your Application:

Please submit your application to Clive Cusens (clive.ext@climcom.org) with the following as subject of your email: **'Application – Copywriter**. In your email, please include your **CV (max 2 pages)**, current **academic transcripts**, and concise **answers** (max 150 words per answer) to these **3 questions**: a) What motivates you the most about joining our Communications Team? b) Take a look at our social media ([LinkedIn](#) or [Twitter](#)): What would you do differently to improve our visibility)? c) Take a look at one of our many publications on our [website](#). Let us know in a bit more detail about your experience with proof-reading documents of this type.