



Website Manager (d/f/m)

Application Deadline: 24 April 2023

Start: As soon as the position is filled

Employment Type: Freelance contract

As our Website Manager, you are responsible for ensuring that Climate & Company's website is developed, maintained and kept updated. Your objective is to make Climate & Company visible in the online sphere. 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:

- Working under the coordination of the Communications Officer, you will have the Admin role in Word Press to ensure the technical functioning of the website, including emergency maintenance.
- Updating the website with new functions, features and plug-ins, and proactively suggesting new changes to the Communications Team.
- Overseeing all new items introduced by contributors in the project teams and ensuring that all contributions are visually streamlined.
- Coordinating with the Graphic Designer for use of images for use on our online channels.
- Overseeing the IT and legal maintenance of the website.

Requirements:

- Bachelor's Degree or higher in I.T., Computer Studies, Coding, or related fields (alternative qualifications such as advanced courses in Word Press management, etc may also be considered).
- 3+ years of proven experience of working with Word Press
- Be a good, dependable team player who can work with others.
- A genuine interest in the areas of sustainable finance, biodiversity and climate change
- Able to work with minimum supervision.
- Proficient English skills (in addition, fluency in German will be considered a strong plus).
- 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.

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 – Website Manager**'. 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) What do you do on a regular basis to be "part of the solution" in ensuring a better planet for all? c) Browse our [website](#): What is the one thing we should improve next? Why so?

Thank you for your interest - We look forward to hearing from you!