

Junior Analyst (d/f/m)



Period: As soon as a suitable candidate is found; 15-20 hours per week for at least 6 months.

Type: Paid position for students (enrolment required)

Location: Remote or office in Berlin, Leipzig, Potsdam

Your tasks:

- Support the management of Climate & Company in their daily work, like research specific climate-finance topics, organise participation on webinars, meetings with clients, support with handling bills.
- Prepare internal and external meetings, handle the follow-up process.
- Assistance with the organisation and running of workshops, seminars, roundtables, etc.
- Support the team in engaging with existing and potential clients; support with preparing tenders, project proposals, etc.

Requirements:

- Motivation and strong interest for tackling climate and sustainable development problems by focusing on “shifting the trillions”; motivation to work with a small, international and mission-driven think-tank.
- University degree with an economics/finance/sustainability/(environmental) economics focus/public policy and/or specific “sector” expertise such as renewable energy, mobility, industry or buildings.
- Experience with the organisation of workshops, seminars, etc is a plus!
- Ability to work independently on reports, policy briefs, preparations of workshops and presentations, etc.
- Excellent written and verbal **English and German skills**; French and Spanish are considered an asset.
- Flexibility, the ability to work independently, excellent time-management and communication skills.
- Very good working knowledge of MS Office software.
- Experience with external communication (e.g. writing content for websites / social media) is a plus!
- Quantitative data analysis skills are a plus!

- Courage to apply even if you don't tick all the boxes!

Climate & Company is a mission-driven think-tank: we take sustainability seriously and pick our projects to contribute to a better future for people and planet. You can find more information on our vision, team and current and past projects via <https://www.climateandcompany.org/> and LinkedIn. For more information or any further questions, please do not hesitate to contact us at hello@climcom.org.

Please include in your application a detailed curriculum vitae, academic transcripts, and a letter of motivation. Please submit your application to David Rusnok at hello@climcom.org as soon as possible, but no later than August 14nd.

Thank you for your interest!