

Energy Watch Group (EWG) is an independent, non-profit, non-partisan global network of scientists and parliamentarians with a Secretariat in Berlin. EWG conducts research and publishes independent studies and analyses on global energy developments as well as roadmaps/scenarios of transition to 100% renewable energy. The mission of the organization is to provide energy policy with objective information. More information available here: www.energywatchgroup.org

We are looking for a
Project Manager (full-time)
Starting date: March, 2019 | Location: Berlin, Germany

Main duties and responsibilities

The Project Manager will oversee, coordinate and ensure the successful operation of the Energy Watch Group network. He/she will be responsible for:

- Strategic planning, development and coordination of EWG research, policy advice and communication work
- Building and maintaining EWG relationships and partnerships with key international and German stakeholders, including policy-makers, scientists, NGOs, foundations, businesses and journalists
- Coordination of press and media relations as well as production of communication materials (e.g. media texts, newsletters)
- Contribution and close cooperation with scientists on writing research and policy papers
- Critical assessment of international climate and energy developments and important trends
- Representation of EWG at international events/ conferences
- Coordination of the daily network operation as well as internal and external communication
- Coordination of fundraising activities and preparation of project applications and reports

Key qualifications and skills

- Relevant (3-5 years) professional experience in policy advice, advocacy and/or communications/journalism, track record in project/program management and external communication is desirable
- Experience in an NGO, working on climate and energy issues, as well as contacts to international and German NGOs are strongly desirable
- Undergraduate (required) or postgraduate degree (desirable) in relevant discipline, e.g. international relations, political science, economics, environment or energy
- Good knowledge and understanding of global energy trends as well as current debates on climate change and energy transition in Germany and internationally
- Strong communication and writing skills in English and German (ideally native-speaker level in at least one of the languages)
- Work experience on climate and energy issues in post-Soviet countries and working knowledge of Russian language is an advantage (as well as additional languages in general)
- Strong analytical and problem-solving skills
- Ability to explain complex scientific concepts in a clear and compelling way
- Experience in writing research proposals and applications is desirable
- Strong communication and presentation skills as well as ability to engage with diverse stakeholders and audiences
- Strong organization and multitasking skills as well as ability to work under tight deadlines

What we offer

- Opportunity to strategically develop the work of an influential international NGO/think tank
- Deep dive into some of the most crucial and interesting topics of our time – climate change, energy and sustainable development
- Exciting and diverse range of responsibilities and a lot of room for own initiative and creativity
- Work with a dynamic and motivated team in Berlin-Mitte

Interested?

Please send your complete application in German or English (letter of motivation, CV, certificates), stating your salary expectations and the earliest possible starting date by February 13, 2019 via e-mail to office@energywatchgroup.org.

Feel free to include your published articles or other communication materials in the email.

