



Job Advertisement: Project Communication / Online Marketing Assistance

***Application deadline:** 6th Nov 2022

***Optimal starting date:** Dec 2022/ January 2023

***Contract:** unlimited

***Working Hours:** ideally full-time; at least 25 hours

***Place of work:** Berlin

Who are we?

s.Pro sustainable-projects is a consultancy specialized in the coordination of transnational cooperation projects, mostly funded by the European Commission (Horizon; Interreg), but also other public donors. Our topical focus lies in projects dealing with the sustainable use of the sea. Among others we run the permanent secretariat of the SUBMARINER Network for the Promotion of Blue Growth as well as the EU4Algae stakeholder forum initiative. SUBMARINER is a flagship initiative within the EU Baltic Sea Strategy, and acts as coordinator for the EU Mission 'Restore our Oceans'. The Network brings together a variety of public and private stakeholders, all engaged in the innovative and sustainable use of marine resources.

The themes of our 'blue' projects span from maritime spatial planning and marine protection areas; sustainable aquaculture; algae and mussel product development; reduction of marine pollution and combined use of offshore installations. Project activities range from promoting start-ups; match-making; running of pilot measures, case studies and demonstration plants; knowledge transfer; strategy advice and policy development; participation processes up to public relations.

In most cases we are responsible for internal and external project coordination and communication. This includes, among other things, the organization, moderation and documentation of all forms of project meetings as well as the writing of all project reports and the content of the websites; work with social media and preparation of all communication materials.

All projects have a term of three to four years and bring together between eight and 25 partners from research, industry, business development, NGOs and administration from all European countries.

Who are we looking for?

We are looking for a new staff member for our Berlin office to join our Public Relations, Communications and Media team to assist in all of our activities in our new series of long-term projects. Our ideal candidate has an original interest in promoting sustainability processes, particularly with regard to marine and coastal areas and their use, and may already be acquainted/familiar with related stakeholders.

What are your responsibilities?

- Assist in the development and implementation of the information and communication strategies for s.Pro/SUBMARINER and our projects, adapted to the respective target groups
- Content design and optimization of the appearance of our various websites (text, image, graphics, podcasts, video) as well as social media accounts (LinkedIn, Facebook, Instagram, Twitter, YouTube, TikTok)
- Development of PowerPoint/Canva presentations; videos; podcasts; brochures; newsletters; etc. including visualizations and graphics (in cooperation with external service providers)
- Converting scientific reports and other project content into understandable articles, abstracts, poster presentations, animations, etc. for our various media channels
- Support in the organization, moderation and documentation of various formats of interactive, multilateral workshops and conferences with different actors (online / physical)
- In connection with all of the above tasks, continuous communication and cooperation with our project partners from research, business and administration.

What do we wish from you?

We are looking for a person, who has already at least 3 years of experience in project communication, social media/online marketing/web development or comparable activities.

- Relevant university degree;
- Excellent English language skills are a prerequisite; good knowledge of German and/or one/several European languages is an advantage;
- Proven writing skills as well as experience in the organization and documentation of project meetings
- High web affinity, conceptual strategic thinking and a feel for digital trends, topics and their visualization
- Very good knowledge of and experience with MS Office / Teams and CMS programs (e.g. Joomla, WordPress); experience in setting up and using of websites, templates/themes and collaboration tools (e.g. CANVA, ZOOM, Miro, sli.do) and confident handling of image or graphics editing programs (e.g. Adobe Photoshop, Illustrator, InDesign);
- Knowledge of Google Analytics, Google Ads and GDPR rules is desirable - as well as experience with moving images and image production and post-processing would be an advantage
- Understanding of European political processes and institutions; especially in the area of sustainability and climate and environmental protection.

Our ideal candidate is highly motivated; curious; open-minded and feels comfortable in a multicultural environment. You are a multi-tasking talent, well organized, meticulous and resilient even in stressful situations. You are characterized by a 'hands-on' mentality and should be able to work effectively both independently and in teams with other employees or project partners.

What do we offer you?

Meaningful work in a very dynamically developing environment, where you make a contribution to climate change mitigation; reduction of environmental pollution and loss of biodiversity.

- A job in a firmly established, successful company with a long-term secured project portfolio and an extensive international network of cooperation partners
- Working with influential experts, researchers, companies and government departments to support them in achieving the global sustainability goals.
- An attractive fixed salary
- Possibilities of constant development, expansion of tasks and areas of responsibility with the corresponding development of salary, bonus payments and expansion of one's own team of employees.
- Interesting international projects with numerous opportunities for our employees to expand their experience and skills. In addition, we encourage and support our employees in participating in targeted further training measures.
- An optimal working environment - adapted to your needs - with a beautiful loft office in the middle of the Schöneberger Kiez with 2 minutes walk from S-Bahn/U-Bahn/Bus.
- Up to two home office days per week; flexible working hours and holiday regulations (by arrangement).
- A small, international, multicultural team that supports each other and will train you in a targeted manner.
- Regular team meetings (including cooking a 'come-together' lunch once a week) to promote internal knowledge transfer, generate shared ideas and strengthen the working atmosphere.
- Interesting business trips to project meetings throughout Europe

How do you apply?

In order to get to know you better, please send us your CV with a meaningful cover letter in English and any other documents to the following email: info@sustainable-projects.eu. **Subject: Application 'Project Communication Assistance'**

Please also visit our websites www.submariner-network.eu / www.sustainable-projects.eu to find out more about our projects and key issues. If you have any further questions about the position before you apply, you are welcome to email our employee Katharina Kurzweil in advance (kk@submariner-network.eu)