



The [Global Climate Forum \(GCF\)](#) in Berlin is a non-profit association, which conducts social science research on climate protection, climate adaptation and related environmental problems in the context of sustainable development. In doing so, we place particular emphasis on the diversity of opinions and, in this sense, offer a platform that supports research at the interface of science and society. The transdisciplinary institute was founded by nobel laureate Klaus Hasselmann in order to bring together different public, private and civil society parties concerned with climate change and carry out joint studies that support environmental policies. GCF's Research Process [Adaptation and Social Learning \(ASL\)](#), led by IPCC member Jochen Hinkel, conducts internationally leading work on coastal and marine climate adaptation from local to global scales. The process thereby participates in various [research projects](#) funded by, e.g., the European Union and the German Federal Ministry of Education and Research. To support our international team, ASL is currently seeking a

Project assistant (Projektassistentz) (part-time 60-80%).

Responsibilities

- Administration and financial reporting of research projects, including budgeting, monitoring of deadlines, expenses and outputs.
- Assistance in the preparation of research proposals and reports (e.g., budget planing, reference management, coordination of writing teams).
- Communication with funders and partners at national, European and international levels.
- Organisation of internal and external events and meetings (e.g., ordering catering and booking venues, preparation of agendas), planning and booking of national and international trips.
- Supporting the ASL team in all other administrative matters.

Requirements

- Motivation to work for a non-profit environmental NGO. Previous working experience in the social or environmental NGO sector is an asset.
- Experience in the administration of projects, preferably research projects funded by German or European funders, is welcome.
- Excellent oral and written communication skills in English.
- Good command of the German language is an asset.
- Ability to work independently and in teams, as well as to efficiently structure own work and the work of team members.
- Sound knowledge of office software, including advanced calculations with Excel.

We offer the opportunity to work in a high-profile, internationally recognized NGO within a global network of leading climate change institutes. The successful candidate will join a friendly and highly motivated team in central Berlin (within the [Mercator Center Berlin](#)) and will benefit from a flexible, dynamic working environment, close cooperation within our team and flat hierarchies. The Global Climate Forum is an equal opportunity employer. We thrive for diversity and inclusion and welcome all qualified applicants. This position will start as soon as possible with an initial contract for two years. The contract will be extended according to the durations of new incoming projects.

Applications will be considered as soon as they arrive but no later than 19 March 2023. Please send your application including a motivation letter, relevant certificates, transcripts and a CV as a single PDF file with the subject "ASL application" to Daria Korsun (daria.korsun@globalclimateforum.org). For further information please also contact Daria Korsun.