



Job Advertisement:

‘Working Student to support EU Projects on the Blue Bioeconomy’

***Application deadline:** Applications will be reviewed on a rolling basis

***Place of work:** Berlin

***Type:** Part-time (20h/week)

Who are we?

s.Pro sustainable-projects is a small consultancy (approx. 15 in-house consultants) specialized in the coordination of EU-funded projects (e.g., Horizon; Interreg) on the sustainable use of the sea. We manage the permanent Secretariat of the SUBMARINER Network for the Promotion of Blue Growth as well as the EU4Algae initiative. SUBMARINER is a flagship initiative of the EU Baltic Sea Strategy and EU Mission ‘Restore our Oceans’, bringing together a variety of public and private stakeholders around the innovative and sustainable use of marine resources.

The themes of our 'blue' projects span from maritime spatial planning, management of marine protected areas, sustainable aquaculture, algae and mussel product development, reduction of marine pollution and combined use of offshore installations. Project activities include supporting start-ups and SMEs, developing case studies and demonstration pilots, advising on strategic and policy development, and designing knowledge transfer and stakeholder engagement processes.

Who are we looking for?

We are looking for a working student for our Berlin office to support our project portfolio on business and policy development in the sector of the blue bioeconomy. Projects include, amongst others, the EU-funded [BlueBioClusters](#) and [Prep4Blue](#). Specifically, the working student will assist the responsible Senior Project Manager and the Communications Manager in the implementation of the project coordination and communication activities.

What are your responsibilities?

- Supporting project management and administration, including:
 - developing work plans and conducting desk research.
 - organising, and participating in meetings and events (in-person & online), including taking minutes and, where necessary, overseeing logistics.
- Supporting project communications, including:
 - Social media management (LinkedIn, Instagram, Twitter).
 - Website content development and management.

- Development of presentations, videos, podcasts, brochures, and newsletters.
- Managing relationships with project partners and external providers as it relates to the above tasks.

What is your profile?

- You are enrolled in a master's degree programme (preferably at a University within Germany).
- You are proficient in English, oral and written. Knowledge of German and/or other languages is an asset, but not mandatory.
- You can digest and summarise complex information into clear and concise text, tailored to different target audiences.
- You have a good command of the MS Office suite, and, ideally, some knowledge of CMS apps (e.g., Joomla, WordPress) and simple design tools (e.g., Canva). You are curious about ICT and are willing to learn to use new tools and resources.
- You are motivated, flexible, and open-minded, and feel comfortable in a multicultural environment. You communicate effectively and enjoy pushing things forward. You think ahead, are organised, and enjoy working together with colleagues and project partners.
- A general understanding of European political processes and institutions, especially around sustainability, climate and environmental protection is a plus, but not mandatory.

What do we offer?

- A meaningful and dynamic work environment, where you can contribute to climate change mitigation, environmental protection and restoration, and the transition to a circular blue economy.
- The opportunity to learn about a wide range of projects and topics, and to work in an international network of influential experts, researchers, companies, and governments.
- A collaborative, friendly and diverse team, and a cosy office in the Schöneberger Kiez within a 2-minute walk from S-Bahn/U-Bahn/Bus.
- The possibility to partially work remotely, and flexible working hours.
- Regular team meetings (including a weekly team lunch) to promote internal knowledge transfer, exchange ideas and get to know each other.

How do you apply?

Please send your CV and cover letter in English, motivating your interest in applying for this job, to at@submariner-network.eu.

You can visit our websites www.submariner-network.eu / www.sustainable-projects.eu to find out more about our projects and areas of work.