

## **Student assistant**

**Job opening No. 02/2021**

### **Job opportunity – student assistant for Cos4Cloud**

The ECSA team is looking for a student assistant to support our tasks in the Cos4Cloud project.

**Job title:** student assistant

**Working hours:** 40 hours a month

**Salary:** €500 / month

**Duration:** until September 2021 (with the possibility for extension)

**Place of work:** Museum für Naturkunde Berlin (currently home office)

Responsibilities include:

- Plan, research and write a series of policy briefs and/or postcards to present relevant project findings to decision-makers and policy advisers
- Represent ECSA and Cos4Cloud at citizen science events (online and onsite)
- Contribute to the production of a citizen science toolbox
- Attend monthly meetings between all partners working on project communications (online)
- Contribute to project administration (e.g. time sheets, reporting, etc.)

### **Requirements**

- Experience and interest in working with partners from different backgrounds
- Experience in online communication, including social media, blog posts, webinars, etc.
- Experience and interest in conservation, particularly conservation data
- Experience and interest in citizen science
- Proficient in using MS Office, Google Docs
- Fluency in English (written and oral); additional languages beneficial
- Valid certificate of enrolment, ideally student engaged in MA studies

### **Desirable**

- Experience with online Content Management Systems (WordPress specifically)
- German language skills (written and oral)

Applications should include a cover letter and curriculum vitae. Applications should be sent until 28 February 2021 with reference to job advertisement **Cos4Cloud 02/2021** to: [ecsa-admin@mfn-berlin.de](mailto:ecsa-admin@mfn-berlin.de)