

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 **8 March 2021** with reference to job advertisement **Cos4Cloud 02/2021** to: ecs-admin@mfn-berlin.de