

Student assistant – communications

Job opening No. 03/2021

Job opportunity – student assistant for the EU-Citizen.Science project

The ECSA team is looking for a student assistant to support our communication and administrative activities within the EU-Citizen.Science project.

Job title: student assistant

Working hours: 40 hours a month (spread across 3 days each week)

Salary: €500 / month

Duration: until December 2021 (with the possibility for extension)

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

Responsibilities include:

- Update the platform and website with resources and content
- Manage the forum and assist in community building
- Contribute to social media presence
- Support the organisation of events
- Update the website (WordPress) with news, events and changes from members
- Membership administration
- 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.
- Knowledge in CMS (WordPress)
- Experience and interest in citizen science
- Proficient in using MS Office and Google Docs
- Fluency in English (written and oral); additional languages beneficial
- Valid certificate of enrolment, ideally student engaged in MA studies

Desirable

- Experience in event management (workshops, webinars, conferences, etc.)
- 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 **EU-Citizen.Science 03/2021** to: ecsa-admin@mfn-berlin.de