



The International Solar Energy Society (ISES), a non-profit membership organization, is an international UN-accredited NGO in the field of renewable energies. Our main focus is on providing a platform for knowledge sharing about solar and renewable energies through conferences, publications and online services (for example webinars, infographics) for our members as well as for the public.

To support our team, we are offering a part-time position as “Media and Communications Assistant” for up to 30 – 34 hours a month, approx. 8 hours per week (according to demand). The position is available both locally at the ISES HQ in Freiburg as well as a remote position for students based in Germany. **The position is for up to one year with the possibility to extend.** [A1]

Tasks:

Support/assist the Executive Secretary and Communications Officer, with the following responsibilities:

- Assist in the organization of conferences, on-site and virtual
- Assist in the organization of webinars
- Assist in the compilation of newsletters and other mailings
- Manage social Media channels
- Manage Google Adwords and Analytics accounts
- Update website content

Requirements:

- Excellent level of English. German language skills a benefit
- Excellent organizational skills and able to work independently
- Excellent Knowledge of Social Media channels
- Knowledge of Photoshop, Drupal, InDesign a benefit but not necessary
- Knowledge and experience in Google Adwords and Google Analytics

Benefits:

- Flexible working hours
- Appropriate wage
- Nice working atmosphere

Please send your cover letter, CV (in English), a writing sample in English and references to public.relations@ises.org by 01 May. Start date: 15 May 2021

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