Position: Working Student Social Media (Werkstudent)
Location: F20 Head Office, Hamburg
Hours: 20h/week - the contract is limited to one year, with the possibility of extension

The Foundations Platform F20 is a network of more than 75 foundations and philanthropic organisations from different parts of the world, calling for joint, transnational action towards sustainable development with a main focus on climate action and the energy transition. By partnering with F20 foundations have decided to be part of the solution and to help building bridges across sectors and among civil society, business and financial institutions, think tanks and politics – within the G20 countries, between them and beyond.

Description of the Job Vacancy:
The Working Student Social Media works in close collaboration with the communications team in a supportive role for all aspects of communication and a particular focus on social media, maintaining the website and digital communications. This position is based in Hamburg, Germany.

Tasks:

- Develops, delivers, monitors, and evaluates integrated communications and media strategies in close collaboration with the communications manager
- Develops, designs, schedules, delivers and evaluates posts on social media channels (Twitter, Instagram, LinkedIn, Facebook)
- Supports on- and offline communication activities at an international level for all working areas of F20
- Supports the website maintenance
- Identifies media opportunities, works proactively to position the F20’s global and national messages to target audiences
- Monitors hashtags and trends
- Interacts with stakeholders via social media accounts of F20

Required qualification and skills:

- Prior experience in social media and digital communications preferably in the non-profit sector
- Understanding of the different social media channels with regard to target audiences and measurement of impact
- Understanding of the trends and techniques of social media
- Affinity for creative design
- Digital literacy & IT skills (Microsoft Office, Canva, Zoom, WordPress, Mailchimp, InDesign)
- Excellent oral and written communication skills - able to articulate clear messages to a variety of different audiences
- Complete fluency in English and German
- Interest in climate-related topics with basic knowledge of climate change, sustainability issues and policy making processes at multilateral levels
- Basic knowledge and experience with international networking and cooperation in a multicultural setting
• Ability to work both independently and as part of an international team
• Cultural sensitivity
• Solution-oriented mindset

How to apply:

We strongly encourage people from underrepresented groups to apply. F20 recruits regardless of race, religion, sex, disability, and age.

Please send your cover letter and CV until 7th April to anna.keremen@foundations-20.org.