

To support our team in Berlin we are looking for a

## Head of Communication and Event Management (Full or part time)

- ✓ Do you think that effective science communication on sustainability and reaching new target groups are more necessary than ever?
- ✓ Do you share our opinion that it is important to raise awareness of Ecologic Institute's work among relevant stakeholders and the interested public?
- ✓ Do you love organizing innovative and results-oriented events?

**If your answer is "Yes!" to all three, we want to hear from you!**

Together with your team of communication experts and event managers, you will manage the external communication of Ecologic Institute as well as the project communication. Your first major milestone? Spearheading the celebrations for Ecologic Institute's 30th Anniversary in 2025! On a day-to-day basis, you will work closely with our scientists who advance and generate solutions for relevant topics such as marine pollution, food waste and climate protection. Providing experts and stakeholders from all over the world with useful, target group-orientated information is a core task of Ecologic Institute. Organizing workshops, conferences and other innovative event formats is an important part of this work.

You will inspire communication and event management based on the results of an institute-wide strategy process and you will be free to develop the range of services and the team accordingly.

### Your tasks

- ✓ Project acquisition, project processing, project leadership and management incl.
  - ✓ Development and implementation of holistic communication strategies and products in various formats (e.g. exhibitions, brochures, podcasts, videos) in close cooperation with the team, the scientists and the respective clients
  - ✓ Development and editorial preparation of target group-orientated content on environmental topics for print, online and social media channels
- ✓ Management and development of the communications and events team (10 colleagues) with a current focus on communication strategies, design, content management, web development and event management
- ✓ Further development of the Institute's external communication strategy and quality as well as advising the management on communication strategy
- ✓ Management of the Institute's public relations as needed
- ✓ Management of the Institute's website and our project websites
- ✓ Event management

### Ecologic Institut

Ecologic Institute is a private and independent academic think tank dedicated to the task of working on relevant policy issues in the field of sustainability research and introducing new findings to environmental policy. Founded in 1995, Ecologic Institute is part of the Ecological Research Network ([Ecornet](#)) and closely linked to international networks like [Think Sustainable Europe](#). Today, more than 100 staff members work in international and interdisciplinary project teams.

### Interested?

Please apply with:

- ✓ Letter of motivation (incl. salary expectations)
- ✓ CV
- ✓ List of up to 5 references of communication concepts or products you were responsible for, with communication format and your specific role in it.
- ✓ List of 3 events you organized (responsible)
- ✓ Certificates
- ✓ References

Please apply [online](#) only.

**Deadline: January 12, 2025**

We look forward to your application!

### Questions?

Call Verena Stange, our HR Manager (030/86880-122) or email [verena.stange@ecologic.eu](mailto:verena.stange@ecologic.eu)

More information about Ecologic Institute and our work under [www.ecologic.eu](http://www.ecologic.eu)

Diversity of disciplines, backgrounds and experiences strengthens research and society. We therefore welcome all applications. Selection criteria are solely the job requirements and the qualifications of the applicants. We therefore also ask you to refrain from sending photos as part of the application.

**Your profile:**

- ✓ Degree in communications/media studies, public relations, journalism, marketing or equivalent qualification
- ✓ Minimum of three years of professional experience in a comparable management position
- ✓ Proven experience in the development and implementation of communication strategies tailored to diverse audiences
- ✓ Knowledge of public relations and social media communication
- ✓ Exceptional writing and editing skills with a keen eye for corporate identity and design
- ✓ Ability to translate complex environmental issues into accessible, engaging narratives
- ✓ Political intuition and a strong strategic understanding of communication paired with a hands-on mentality
- ✓ Experience in design and realization of innovative event formats
- ✓ Self-motivated, organized, and results-driven
- ✓ Confident communicator with diverse stakeholders
- ✓ German language skills at native speaker level, very good English skills, command of another language is an advantage
- ✓ Experience in communicating sustainability and environmental protection issues is an advantage

**What we offer:**

- ✓ You will work in a leading international environmental policy think tank that develops solutions for the most pressing environmental policy challenges of our time. You work closely with the management and are in constant dialogue with experts and decision-makers from politics, research, business and civil society
- ✓ As part of an international team, you will experience a pleasant working atmosphere in a flexible and family-friendly environment with flat hierarchies and the opportunity to work remotely
- ✓ We will support your growth by providing opportunities for creative freedom and access to further training, enabling you to enhance your expertise and advance your professional skills
- ✓ We will provide space for creative ideas and the development of your profile as Head of Communication and Event Management at Ecologic Institute
- ✓ We offer you an appropriate salary and a permanent employment contract (32- 40 h / week)