

WORLD FUTURE COUNCIL – VACANCY ANNOUNCEMENT

DEADLINE FOR APPLICATIONS: 22 September 2024

The World Future Council (WFC) envisions a healthy planet with just and peaceful societies – now and in the future. To achieve this, we identify, develop, highlight, and spread future-just solutions for current challenges humanity is facing and award them with our unique Future Policy Award. Our Council consists of 50 eminent global changemakers from civil society, science, politics, and business. They meet annually at the World Future Forum to discuss the most urgent challenges and policy solutions to them. Jakob von Uexkull, the Founder of the Alternative Nobel Prize, launched the World Future Council in 2007.

www.worldfuturecouncil.org

**The World Future Council has a vacancy for
Project Officer – Global Renewables Congress**

(Maternity cover with potential for extension)

Location: Hamburg, Germany (Applicants need to reside in Germany. WFC cannot sponsor for a work permit. Hybrid work between home office and office location.)

Report to: Senior Manager, Energy and Just Development

Starting date: by latest 1 November 2024

Working hours: 32 hours per week initially

Role

As Project Manager in a small team, you will contribute to the development and implementation of the World Future Council's project, the Global Renewables Congress. Please see more here:

<https://renewablescongress.org/>

Main responsibilities

- Contribute to and maintain overview of the deadlines and needs related to financial and narrative project-related grant reporting in English and German.
- Organise and schedule meetings across internal and external stakeholders
- Coordinate office management and carry-out administrative tasks (incl. prepare meeting agendas, and minutes during meetings, organise meeting follow-ups, etc.)
- Coordinate communications with Advisory Board and Board Meetings, including drafting agenda and preparing documents
- Maintain and update database and tracking documents for the Global Renewables Congress

- Support project management such as liaising with partners, external advisors, and key stakeholders in Germany and internationally
- Support development of fundraising proposals in English and German
- Support with management of media and communications work (social media, X platform, LinkedIn, others tbd)
- Support organisation of policy dialogues and other events (event management including drafting invitations, tracking responses, preparing programming, identifying speaker, etc.)

Profile

- Strong commitment to environmental and social justice
- Relevant work experience of 2+ years
- Administrative and office management skills, including Outlook, PPT, Excel. Ideally also Canva (or other design applications).
- Project management and event management experience
- Experience managing and tracking budgets
- Comfortable with social media and communications work
- Professional fluency in German and English. Additional languages, in particular Spanish or French would be an asset
- High IT literacy
- Detail-oriented and organised
- High level of self-motivation as well as ability to work as part of a team
- Cultural sensitivity and diplomatic nature
- Fundraising experience and grant reporting would be an asset

What we offer:

- We are an inspiring workplace in an international environment
- We work to address the planetary crises and other highly relevant topics in a systemic way
- Be part of a community of change-makers from around the world
- We love what we do and we like to have fun while we do it
- We treat each other with respect and care
- Remote work within Germany is possible
- Flexible working hours

To apply, please email a cover letter and your CV to Lena Dente at [lena.dente \(at\) worldfuturecouncil.org](mailto:lena.dente@worldfuturecouncil.org). Subject heading: Project Assistant, Global Renewables Congress. Please note, the WFC determines salaries according to the *Tarifvertrag für den Öffentlichen Dienst (TVöD)* framework.

Deadline for applications: 22 September 2024. Only candidates invited for an interview will be contacted.