

Working Student to support EU Projects on the Sustainable Use of the Sea

***Application deadline:** Applications will be reviewed on a rolling basis

***Place of work:** Berlin

***Work hours:** 20 hours per week

Who are we?

s.Pro sustainable-projects is a small consultancy (approx. 20 in-house consultants) specialised in the coordination of EU-funded projects (e.g., Horizon; Interreg) on the sustainable use of the sea. We manage the permanent Secretariat of the SUBMARINER Network for the Promotion of Blue Growth as well as the EU4Algae initiative. SUBMARINER is a flagship initiative of the EU Baltic Sea Strategy and EU Mission 'Restore our Oceans', bringing together a variety of public and private stakeholders around the innovative and sustainable use of marine resources.

The themes of our 'blue' projects span from maritime spatial planning, management of marine protected areas, support to the blue bioeconomy, ocean literacy and education. Project activities include supporting start-ups and SMEs, developing case studies and demonstration pilots, advising on strategic and policy development, and designing knowledge transfer and stakeholder engagement processes.

Who are we looking for?

We are looking for a working student for our Berlin office to support our project portfolio on business and policy development in the blue economy. Projects include, amongst others, the EU-funded [BlueBioClusters](#), [BlueBioTechpreneurs](#) and [Prep4Blue](#). Specifically, the working student will assist project and communications managers in project coordination and communication activities.

What are your responsibilities?

- Supporting project management and administration, including:
 - developing work plans and conducting desk research.
 - organising and participating in meetings and events (in-person & online), including taking minutes and, where necessary, overseeing logistics.
 - Supporting the management and development of [BlueBioMatch](#), the online community for the blue bioeconomy.
- Supporting project communications, including:

- Social media management (LinkedIn, Instagram, Twitter).
- Website content development and management (WordPress).
- Basic graphic design, including social media visuals (Canva).
- Development of presentations, videos, podcasts, brochures, and newsletters.

What is your profile?

- You are enrolled in a master's degree programme and are based in Berlin.
- You are proficient in English, oral and written. German at a native-speaking level is an asset.
- You can summarise complex information into clear, compelling messages.
- You are digitally savvy, and that translates into a natural command of the most used ICT tools, including MS Office Suite, CMS apps (WordPress), and design tools (Canva). Building on your strong digital skills, you can learn to use new tools quickly and effectively.
- You are a fast learner with an agile mindset and can easily switch between tasks and priorities. You are proactive, organised and solution-oriented.
- You are motivated, flexible, and open-minded, and feel comfortable in a multicultural environment. You communicate effectively, think 1 step ahead and enjoy working with colleagues and project partners from around Europe and beyond.
- A general understanding of EU political processes and institutions is a plus but not mandatory.

What do we offer?

- A meaningful and dynamic work environment where you can contribute to climate change mitigation, environmental protection and restoration, and the transition to a circular blue economy.
- The opportunity to learn about a wide range of projects and topics and work in an international network of influential experts, researchers, companies, and governments.
- A collaborative, friendly, diverse team and a cosy office in the Schöneberger Kiez.
- The possibility to partially work remotely and flexible working hours.

How do you apply?

Please send your CV and cover letter in English, motivating your interest in applying for this job, to at@submariner-network.eu.

You can visit our websites, www.submariner-network.eu / www.sustainable-projects.eu to find out more about our projects and areas of work.