

Project Coordinator position available

GenderCC – Women for Climate Justice is a global network of organisations, experts and activists working for gender equality, women’s rights and climate justice.

We are seeking a project coordinator for an international project on gender and urban climate policy. We are a small team based in Berlin. We are looking for a suitable and highly motivated person to start immediately (May/June 2017), or as soon as possible.

Main tasks

- Coordinating international project team and activities
- Organising and running workshops, trainings and other project-related activities in collaboration with partners (often in partner countries)
- All matters related to the project content
- Supporting the development of training materials and publications, including online learning modules
- Communicating with project partners, external experts, civil society organisations, and the International Climate Initiative (IKI) programme office
- In collaboration with the financial project officer, documenting project activities and contributing to regular reports
- Public relations and communication
- Planning, developing and implementing PR concepts/strategies for the project and the GenderCC Secretariat
- Maintaining and developing communication tools and materials
- Supervising, updating information and further developing the different channels of the organisation (website, social media, newsletter, Global Learning Platform)
- Team management: working directly with and being responsible for one intern at the office
- Contributing to GenderCC’s daily work, fundraising, international advocacy efforts and representing the organisation at international climate negotiations as required

Skills, experience and profile

- M.A. degree or equivalent in political science, environmental science, sociology, cultural sciences or related fields
- Excellent oral and written skills in English (preferably native speaker) and German
- Good understanding and at least first experience with project management/coordination
- Familiarity with the workings of an NGO based in Germany and external funding

- A background in and considerable knowledge of at least one of the following fields: climate change and international, national or local climate policy, climate/environmental justice, international development cooperation, and/or local governance.
- Knowledge, or at the very least strong and proven interest, in gender issues and women's rights
- Experience in PR and communication
- Advanced computer skills
- Intercultural competences and the ability to work in an international setting

We offer a small team and an international working environment, with space to develop and try your own ideas.

The position is part-time with a workload of 70-80%, with flexible working hours, and is available with immediate effect. The remuneration will be based on TVöD. We particularly encourage international candidates to apply.

Applications (in English) should be sent to Patricia Bohland p.bohland@gendercc.net and will be taken into consideration as received. Only successful candidates will be contacted. Unfortunately, we do not have the capacity to respond to individual phone and email inquiries.