

**Frankfurt Headquarter**

+49 69 717139 0

[europe@climatealliance.org](mailto:europe@climatealliance.org)

**Brussels Office**

+32 2 400 10 62

[brussels@climatealliance.org](mailto:brussels@climatealliance.org)

[climatealliance.org](https://climatealliance.org)

## Job opportunity

The Climate Alliance European Secretariat in Frankfurt am Main is looking for a Communication Manager (m/f/d)

### Climate Alliance

For over 30 years, Climate Alliance member municipalities have been acting in partnership with indigenous rainforest peoples for the benefit of the global climate. With nearly 2,000 members spread across more than 25 European countries, Climate Alliance is Europe's largest city network dedicated to comprehensive and equitable climate action.

Climate Alliance is coordinating two projects, funded in the frame of the EU programmes Interreg North-West Europe and LIFE Clean Energy Transition. The project DeCarb-Pro aims to reduce carbon emissions from public by implementing carbon pricing in tenders put out by local authorities. The project Plan4Cold aims to support municipalities in Southern Europe to cope with the Energy Efficiency Directive (EED) for municipalities on local heating and cooling plans.

Climate Alliance is looking for applicants to join the two project teams at its headquarters in Frankfurt am Main as a

## Communication Manager (m/f/d)

### YOUR TASKS

- Coordination and management of communication activities in cooperation with the partners of DeCarb-Pro and Plan4Cold: promotional materials, newsletters, social media and website presence, including monitoring and press contact
- Coordination and support of project-related press and public relations work, including organization of events (workshops, conferences, etc.) to present the projects and disseminate results,
- Contributing to expert publications including writing and editing activities; supporting the biannual reporting process and further project management

Beside the project teams you will be in exchange with the Climate Alliance team of communication across the Frankfurt and the Brussels office, to support the medial presence of Climate Alliance.



## OUR IDEAL CANDIDATE

### STUDY & EXPERIENCE

- At least 2 years of relevant communication experience, preferably in the field of climate and energy and/or urban socio-economic challenges (experience on INTERREG and LIFE programs is advantageous)
- Academic degree in relevant field (e.g. Communication studies, Journalism, PR). Applicants with interdisciplinary study background are encouraged to apply
- Experience in project communication and graphic design as well as translating texts into visual communication
- Excellent written and verbal communication skills in English, basics in German. Additional languages are an asset
- Experience in event management and organization

### TECHNICAL SKILLS & KNOWLEDGE

- Experience of working with Newsletter applications
- Website knowledge or being at ease with content management systems (Drupal, Typo3, Joomla or similar)
- Graphic design skills, especially with Adobe Suite
- Microsoft Templates (Word, Excel and Power Point)

### PERSONAL SKILLS & SKILLS PROFILE

- Motivated to work with local authorities, city networks and NGOs on climate action, willingness to travel
- Interest in energy transition, climate change and sustainability
- Systemic as well as out-of-the-box thinking
- Dynamic and pro-active, able to work independently as well as in a team
- Excellent organizational skills, high attention to details and ability to multitask

## OUR OFFER

- Varied as well as challenging tasks in an interdisciplinary multicultural and multilingual team
- Working in an international context
- Flat organizational hierarchies, direct decision-making processes and numerous opportunities to bring in own commitment and interests
- Flexibility in working within a core working time, option on mobile working
- Full-time (38.5 hours per week), part time also possible, with 30 days holiday per year and German public transport ticket (DeutschlandTicket)
- The opportunity to tackle one of the most crucial challenges of our time



## **CONTRACT**

The contract will be made between the individual and Climate Alliance under the German law. The corresponding assignment is based on a 2-year full-time contract (with a possibility to be extended) **starting as soon as possible**.

## **HOW TO APPLY**

Please send your complete application documents in English (cover letter, CV and references in one PDF with a maximum of 5 MB), mentioning your salary expectations and earliest possible starting date, exclusively by e-mail to [bewerbung@klimabuendnis.org](mailto:bewerbung@klimabuendnis.org)

**Closing date for applications: 21st of April 2024.**

Only short listed candidates will be contacted. The position will be filled as soon as a suitable candidate is found.

The interviews will be held in English. We prefer to meet you face-to-face at our offices in Frankfurt am Main; if required, an online meeting can also be arranged in advance.

We look forward to receiving your application!

**Contact**  
**Miguel Morcillo, Andrea Carosi**  
Project Management

For more than 30 years, Climate Alliance has been working with its indigenous partners for a better climate. A non-profit association with nearly 2,000 members spread across more than 25 countries, Climate Alliance is the largest European city network dedicated to fair and comprehensive climate action. Learn more at [climatealliance.org](https://climatealliance.org)