Student Assistant for the CSCP Acquisition Team (m/f/d)

ACQUISITION/FUNDRAISING/PROPOSAL WRITING

The Collaborating Centre on Sustainable Consumption and Production (CSCP) is an international nonprofit Think and Do tank that works with businesses, policy makers, partner organisations and civil society towards “Investing in a good life”. Read more about us on the website: www.scp-centre.org/about-us

The CSCP team is looking for a student assistant for our offices in Wuppertal, Germany.

Working time: up to 19 hours/ week
Starting date: as soon as possible

Main tasks of the student assistant will be:
— Research on new funding sources for different projects that the CSCP wants to implement
— Support in gathering administrative information for proposals for different donors, such as European Commission or national ministries; this includes for instance: background research, communications with international partners, contributing to the content, structure and various administrative issues
— Gathering “lessons learnt” from past acquisition activities, this includes: interviewing colleagues, reviewing past proposals and the feedback of the donors, assessing good and weak points in the proposals
— Maintenance and follow-up of databases
— Take care of various administrative tasks

What we offer:
— Insights into the different research themes and topics at the CSCP, such as sustainable lifestyles, sustainable business models or sustainable products, services and infrastructures
— Insights into how to turn ideas into successful projects and win the necessary funding for them
— Insights into how to write good project proposals for different audiences
— An international, multidisciplinary and young team with many different cultural backgrounds, experiences and knowledge
— An open and friendly working atmosphere
— Many possibilities to contribute with your own ideas!

Required background:
— We are looking for a student who can fill this position for a longer time than only 1 semester. Therefore, we are looking for candidates who will still be enrolled as students for at least 1 year.
— Completed first part of degree (e.g. at least in the 2nd year of Bachelor study) in relevant discipline, e.g. NGO management, administration, sustainable development, political science, geography, finance (or related fields)
— Good academic and analytical skills
— Ability to draft clearly and concisely, very good language skills
— General understanding of sustainable consumption and production topics
— Good interpersonal and communication skills
— Self-reliant and committed
Good skills in basic computer usage, in particular good working knowledge of MS Office – Word, Excel and Power Point

First working experiences in acquisition and fundraising are a plus

Language: The first working language is English; therefore fluency in written and spoken English is essential. Additionally, being fluent in German (written and spoken) is mandatory.

For any questions, please contact Lena Mai Lietz (coordinator acquisition team) at +49 – (0) 202 – 4 59 58 58.

Application procedure

If you are interested in this position, please send your application via Email including:

• motivation letter
• CV
• earliest possible starting date
• certificates and references

To: Lena Mai Lietz
Email: jobs@scp-centre.org
Subject: “Acquisition Team Student + Your Name”