

6 Month Internship

Community Management/Research Intern

REN21, the Renewable Energy Policy Network for the 21st Century, is seeking an intern to support its Secretariat in Paris. In this role, you will work in a small and dynamic team producing the *Renewables Global Status Report*, the flagship publication of REN21. As the success of the report depends largely on data provided by our community of international energy experts, your help managing communication with the network and support for data collection and review process will be crucial. You will manage and analyse global renewable energy data while reaching out to current and potential contributors to ensure a high level of country coverage. As a vital part of the team, you should bring new ideas and contribute to the continuous improvement of the report production process.

Responsibilities

- Support REN21 in its community management and outreach activities (REN21 activities involve a large network of international experts), including:
 - Liaising with experts and identifying new experts
 - Ensuring high level of expert input during data collection and review processes
 - Monitoring data coverage and close data gaps
 - Managing email campaigns
- Data management and analysis for the REN21 Global Status Report (GSR) and other REN21 publications
- Manage the GSR research database
- Support managing and maintaining online platforms for data collection (website and questionnaire)
- Support the review and editing of the GSR
- Support GSR launch
- Provide assistance to the REN21 Secretariat as needed

Candidate Requirements

- Educational background: renewable energy / environment, engineering, social science, political science, economics, or similar
- IT skills and interest; competency in Word and Powerpoint
- Knowledge of data management and analysis; fluency in Excel is critical
- Knowledge of community management, outreach, large email campaigns
- Excellent written and oral English skills; other languages are a valuable asset
- Enjoy working as part of an international team; ability to work independently
- Attention to detail and clear presentation of material
- Interest in renewable energy, energy efficiency, energy access, general energy issues

The successful candidate must be enrolled in an academic institution; be a recent graduate (12 months or less); or be in between degrees. S/he must also have the legal right to work in France. The working language of REN21 is English. **The position is full-time, paid, and based in Paris. The position is full-time, paid and is based in Paris. It starts on 4 February 2019 for a duration of 6 months.**

REN21 Secretariat

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To apply, please send a CV and a cover letter outlining your suitability and interest in the position to secretariat@ren21.net. **Deadline for submissions is Friday, 2 November 2018.** Please mention “**REN21 Community Management/Research Internship**” in the e-mail header. Please note that only short-listed candidates will be contacted.

About REN21

REN21 convenes international multi-stakeholder leaders to enable a rapid global transition to renewable energy. REN21 promotes renewable energy to meet the needs of both industrialised and developing countries that are driven by climate change, energy security, development and poverty alleviation. The overarching goal of REN21 is the promotion of policies that will increase the wise use of renewable energy worldwide. In order to achieve this objective, REN21 encourages action in three areas policy, advocacy and exchange. For more information on our organisation, visit www.ren21.net



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