

**Position:** 6-Month Internship – Community Management/Research

**Period:** August 2019 to January 2020

### About REN21

REN21 is an international multi-stakeholder network of thought leaders and energy experts committed to the rapid global transition to renewable energy. REN21 provides high-quality information to drive action in three areas: renewable energy policy, advocacy, and data exchange. For more information, visit [www.ren21.net](http://www.ren21.net).

### Position

REN21 is seeking an intern to support the production process of the *Renewables Global Status Report*, the flagship publication of REN21 produced annually since 2005. As the success of the report depends largely on input provided by our community of international energy experts, your help managing communications with the network and support for data collection and the review process will be crucial. Additionally, some research support opportunities will be available.

### Responsibilities

- Support REN21 in its community management and outreach activities, including:
  - Liaising with existing expert contacts and identifying and reaching out to new experts
  - Ensuring a high quantity of expert input during data collection and review processes
  - Monitoring data coverage and closing data gaps
  - Managing email campaigns and ensuring regular communication with the community
- Data management and analysis for the REN21 Global Status Report (GSR) and other REN21 publications
- Support managing and maintaining online platforms for data collection (website and questionnaire) and review processes
- Manage and update the GSR research database
- Support the GSR process in general
- Occasional research support as needed
- Assist the REN21 Secretariat as needed

### Profile Required

**The applicant must have critical skills such as creativity, solid analytical approach, autonomy and the courage to ask questions and present ideas. The ability to work in an international team and innate curiosity are also welcome.**

In addition, we require:

- An interest in renewable energy, energy efficiency, energy access, general energy issues, sustainable development, or environmental and social challenges
- An educational background in energy/environment, engineering, social science, political science, economics, or similar
- Good knowledge of data management and analysis; fluency in Excel is critical
- Good knowledge of community management, outreach, large email campaigns; experience communicating with a diverse, international audience is an advantage
- IT skills and interest; competency in Word and Powerpoint; knowledge of Wordpress would be a plus
- Attention to detail, ability to present material clearly and concisely, and excellent written and spoken English; other languages are a valuable asset

The successful candidate must:

- Have the legal right to work in France
- Be enrolled in an academic institution **OR** have recently graduated (12 months or less) **OR** be between 2 degrees

The working language of REN21 is English. The position is full-time, paid, based in Paris, and will start in late August 2019.

To apply, please send a CV and a cover letter outlining your suitability and interest in the position to [secretariat@ren21.net](mailto:secretariat@ren21.net). **Deadline for submissions is Sunday, 14 April 2019.** Please mention “**REN21 Community Management/Research Internship**” in the e-mail header. Please note that only short-listed candidates will be contacted.