

JOB OPENING:

COMMUNICATIONS ASSOCIATE

ABOUT REN21

REN21 is the only global renewable energy community of actors from science, governments, NGOs and industry. We provide up-to-date and peer-reviewed facts, figures and analysis of global developments in technology, policies and markets. Our goal: enable decision-makers to make the shift to renewable energy happen – now. www.ren21.net

POSITION DESCRIPTION

REN21 is seeking a full-time Communications Associate to join the REN21 Secretariat. Working as part of the Communications and Community team and in collaboration with the Research team, the Associate is responsible for REN21's digital presence and digital forms of stakeholder engagement.

MAIN RESPONSIBILITIES

Under the supervision of the Communications Manager, the Communications Associate will:

- Support all communications functions, including visual and written content creation. Help build and hone REN21's brand and overall messages on renewable energy and related topics;
- Support the Communications and Community team with outreach and events;
- Support the public launch of REN21's publications and reports and generally support the Research team's outreach and communications activities;
- Collaborate on the development of the social media and online engagement strategy;
- Execute this strategy and manage social media content day-to-day. This includes posting and scheduling content, engaging in online discussions around our key topics and evaluating analytics to inform future strategy;
- Monitor media related to key topics, REN21 as an organisation and our key partners;
- Collaborate on the development and implementation of a press relations strategy;
- Conceive of and help produce graphics that tell compelling stories;
- Participate in the development of video stories that support REN21's priority topics;
- Draft and support the creation of email blasts, press releases, statements, blog posts, briefings, fact sheets, and other materials that support communications efforts;
- Maintain the communications calendar of priority events, upcoming programs, institutional milestones, notable days;
- Manage the website to ensure high-quality content and optimal navigation (Identify, evaluate, and solve website problems; Test web pages for functionality and update links as needed; Ensure SEO for all posts and pages);
- Keep our online profiles up to date (Wikipedia, online directory listings, etc.);
- Actively participate in updating and improving the use of the CRM (contact database) and our newsletter subscriptions; and
- Work on other projects or assignments as needed.

APPLICANT PROFILE

The ideal associate is a reliable team player who can perform regular duties but is also enterprising and a creative self-starter who can offer up new ideas or content.

We therefore require:

- 1-3 years' experience in external communications, media relations or journalism, preferably in a campaign, government or advocacy setting (internship experience acceptable);
- Experience overseeing organisational social media accounts;
- Excellent communication and writing skills as well as an ability to write and edit proficiently and quickly. Ability to use technical communications tools, such as contact management systems (CRM), Mailchimp, WordPress, analytics tools, Photoshop or Canva, and HTML;
- Strong organizational skills with outstanding attention to detail. Ability to meet deadlines and effectively handle a variety of time-sensitive tasks and competing priorities with minimal supervision;
- High level of strategic thinking, personal initiative and innovation. Ability to anticipate project needs and develop creative solutions quickly;
- Creativity, curiosity and the courage to present new ideas; and
- Ability to thrive in a collaborative environment and work with research and outreach teams.

In addition, we require:

- An academic background in energy/environment, social science, political science, sustainability, communication or similar (Bachelor's Degree/ "Bac+3" minimum);
- Native English; other languages are a valuable asset;
- An interest in communicating on social media and other digital platforms;
- An interest in renewable energy, energy efficiency, energy access, general energy issues, sustainable development, or environmental and social challenges; and
- The legal right to work in France.

WHAT YOU WILL FIND AT REN21

We are a small, dynamic team dedicated to the rapid uptake of renewables. We are based in Paris, work in English and come from around the world. While each team member has a key set of responsibilities, we work collectively to make the shift to renewables happen – now. Salaries are market-based under French labour law. All REN21 staff are currently working remotely during the COVID-19 pandemic, however office presence will be required once French government restrictions have been lifted.

APPLYING

[Please click here to fill out our online application form.](#) When you upload your documents, make sure the files are named according to the following format: Last name_First name_CV and Last name_First name_Letter.

Deadline for submissions is 7 January 2021, 11 AM CET.

Please note that only short-listed candidates will be contacted.