

## 6-MONTH INTERNSHIP: COMMUNITY & OUTREACH MANAGEMENT

### 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](http://www.ren21.net)

### POSITION DESCRIPTION

REN21 is seeking an intern to support communication and outreach associated with its publications and activities. The position involves working closely with project teams to ensure that information is accurately presented and liaising with our international community to share key messages in a creative and accessible way.

### MAIN RESPONSIBILITIES

As a member of the Communications and Community team, the intern will:

- Support the implementation of the communications strategy (online presence, press relations, social media, outreach to decision makers, etc.);
- Assist with coordinating the team's speaking engagements;
- Develop written material to support REN21's network and outreach activities, including writing content for REN21's quarterly newsletter, mass emails and website;
- Create solutions for improvements to REN21's website and profile on 3<sup>rd</sup> party sites;
- Carry out basic research support;
- Collaborate with the events coordinator to prepare monthly online events on various platforms (Remo, Zoom);
- Collaborate with community manager to support engagement opportunities for our international community;
- Support the team with report launches: GSR (June), GFR (March)
- Support team on internal REN21 IT tools (Wordpress (website management), CRM, online questionnaires); and
- Work on other projects or assignments as needed.

### APPLICANT PROFILE

The ideal intern 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.

The applicant must have:

- critical skills such as innate curiosity, creativity, solid analytical approach, autonomy and the courage to present ideas
- the ability to work in a fast-paced, international environment
- the legal right to have an internship in France

In addition, we require:

- An academic background in energy/environment, social science, political science, sustainability, communication, journalism or similar (Bachelor's Degree/ "Bac+3" minimum)
- Ability to present material clearly with attention to detail
- Excellent written and spoken English; other languages are a valuable asset
- An interest in communicating ideas in innovative ways
- Ability to work with WordPress, Mailchimp and basic design tools such as Canva
- Knowledge of software such as Photoshop/Illustrator and video editing tools is a plus
- An interest in renewable energy, energy efficiency, energy access, general energy issues, sustainable development, or environmental and social challenges

## 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. Office presence is currently required 2 days a week (Tuesdays and Wednesdays).

Position specifics:

- Full time with 2 vacation days/month in addition to French national holidays
- Stipend: EUR 800/month

## APPLYING

Please [click here](#) to fill out our online application form. All of your application materials should be in English. 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 8 November 2021, 11 AM CET.**

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