

6-MONTH INTERNSHIP: RENEWABLE ENERGY RESEARCH & PROJECT 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

POSITION DESCRIPTION

REN21 is seeking an intern to support the production process of the Renewables Global Status Report (GSR), a 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 support for data collection and managing communications with the network will be crucial. The position will be rounded out by additional research support opportunities.

MAIN RESPONSIBILITIES

Under the supervision of the Research Direction Team, the intern will:

- Support REN21 in its community management, outreach and research activities, including:
 - ✓ Liaising with existing experts 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 facilitating regular communication with the community
 - ✓ Ensuring that REN21 community is correctly acknowledged
- Carry out data management and analysis for the Renewables Global Status Report (GSR) and other REN21 publications
- Manage and update the GSR research database (in particular the policy database --> see Data pack from [previous GSR edition](#) for more details)
- Support the GSR production process in general (writing, editing and design process)
- Carry out occasional research support as needed
- Assist the REN21 Secretariat as needed

APPLICANT PROFILE

The applicant must have critical skills such as creativity, solid analytical approach, autonomy and the courage to present ideas. The ability to work in a fast-paced, international environment and innate curiosity are also welcome.

The applicant **must** have:

- Already have the legal right to work in France or have EU citizenship
- Be enrolled in an academic institution during the duration of the internship

In addition, we require:

- An academic background in energy/environment, engineering, social science, political science, economics, sustainability or similar (Bachelor's Degree/Bac+3 minimum)
- Good knowledge of data management and analysis
- Familiarity with community management, outreach, large email campaigns; experience communicating with a diverse, international audience is an advantage
- Ability to present material clearly with attention to detail
- Excellent written and spoken English; other languages are a valuable asset
- IT skills and interest: fluency in Excel is critical; competency in Word and PowerPoint; knowledge of WordPress is a plus
- An interest in renewable energy, energy efficiency, energy access, general energy issues, sustainable development, or environmental and social challenges
- Ability to take ownership of topics and tasks

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.

Position specifics:

- Full time with 2 vacation days/month in addition to French national holidays
- Stipend: EUR 800/month gross
- The internship will start in September 2022

APPLYING

To apply, please submit a CV and a cover letter outlining your suitability and interest in the position via [this link](#). When uploading 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 5 June 2022, 23:59 CET. Please note that the submissions will be reviewed on a rolling basis and only short-listed candidates will be contacted.