

Communications Manager (m/f/d)

Cologne-based (or hybrid with regular travel to Cologne) | starting as soon as possible | full-time

Who we are

ZOE, the Institute for Future-fit Economies, is an independent think & do tank based in Cologne founded in 2017. We are dedicated to policy-oriented research and evidence-driven advocacy for a future-fit economy. At the interface of politics, research, and civil society in the EU, we develop impulses for an economy that enables people to live well within planetary boundaries.

We are a small team that values an appreciative atmosphere and good communication. Further we offer:

- **A motivating working environment** in a small think & do tank that has made it to the top of EU politics in a short space of time
- **A strategic, agile, value and purpose oriented** working style
- **Flexibility** of working time and place, supporting a healthy work-life-balance
- A dynamic organization that is in the **exciting phase of scaling up its activities**

Key Responsibilities

As part of a **motivated and impact-driven team** you will carry out a variety of tasks, including:

- **Leadership of our external communications**, including supervision of a small communications team
- **Development and implementation of a communications strategy** in line with our new Strategy 2022-2025
- **Development and management of our relationships with press and diverse media outlets**
- **Support project teams in dissemination of their work**, including presentations, mixed-media materials, publication design and dissemination
- Manage relationships with comms-related subcontractors
- Managing our impact monitoring
- Coordination of our outreach activities, including specifically presence at other events and key opportunities with the policy arena.
- **Supporting the tailoring of our key messages to our key audiences**, including targeting mid- to high-level policymakers in the European Commission and Member States

The specific set of priority tasks and responsibilities will be decided together based on the list above and the selected candidate's specific background and skills.

Whom we are looking for

We are looking for people that share our core principles: value orientation, sustainability, agility, self-responsibility, and flat hierarchies. Your profile would include the following skills, background, and knowledge:

- Content-specific knowledge gained through either formal education or informal learning on **economics, political economy, sustainability, climate change, just transition** or other topics related to the socio-ecological transition
- **At least 1 year of professional experience** in managing communications
- **At least 1 year of experience** managing or coordinating teams
- Excellent ability to **tailor text to different audiences** and comfort moving between these audiences (e.g. academic, policy, public)

- Ability to **build relationships** with a broad and diverse network of actors
- Excellent **attention to detail**, and a strong motivation to deliver high-quality outputs
- Capability to work on several projects in parallel and to work with ease across projects and teams
- Fluency in written and spoken **English** and working capability in **German**

In addition, some of the following competencies fit well into our team, but are not a requirement: contacts within European policy networks, an academic track record, knowledge about EU decision-making processes, and knowledge of participative and co-creative processes such as design thinking.

Conditions

The weekly workload is **30-40 hours** whereby working hours can be arranged flexibly. The position can start as soon as possible, but at the latest by the 1st of June. We wish for a regular presence in Cologne, however we support a hybrid work environment. Candidates should be willing to travel/commute at minimum once per month to our office in Cologne. Pay is informed by the public sector collective agreement of the Länder. The gross wage will be **€3,400-€3,800 per month**, depending on the competences and experience and calculated pro rata. The contract will be for one year initially, however, the position is intended to contribute to the long-term development of the organisation. For this reason, we aim for a longer-term fit.

Diversity

We believe that our society's behaviour disproportionately hurts the most marginalized people – including people of colour, people from working class backgrounds, people with disabilities, women and LGBTIQ people. We are committed to challenge this through our work for socially just development and by creating a diverse workplace at our organisation. Hence, we strongly encourage applications from people who are members of marginalized communities.

Application procedure

We are continuously accepting applications. Please send your CV (max 3 pages), a motivation letter (400–500 words), and a work sample (power point slides, publication, or anything similar) to applications@zoe-institut.de. Please do **not attach a photo** to your application. **Please state “Communications Manager” in the subject line.** If we consider your application to be suitable, we will get back to you as soon as possible with dates for an online interview. In case of any questions please contact Sonia Kuhls: sonia.kuhls@zoe-institut.de.