

To support our team at our office site in Berlin we are looking as soon as possible for a

Programme Assistant

Full – or part time (at least 32 h / week)

The Ecologic Institute conducts research and provides consultancy at the interface between science and policy on a wide range of topics relating to sustainable living and economic activity. We produce expert reports for ministries and EU institutions for example as part of large research consortia or consultancy assignments; we take part in specialist conferences and organize workshops on a wide variety of topics in the field of sustainability.

For the two programmes – Resources and Climate – which currently have around 33 research staff, we are looking for a new colleague to provide administrative support to the programme directors.

- Organizing is your passion?
- You love to communicate?
- You are an MS Teams professional?

If this is you, we are looking forward to your application!

Your tasks:

- ▶ Coordination of appointments and calendars,
- ▶ organization and documentation of team meetings,
- ▶ support of projects and acquisition,
- ▶ maintaining project-, reference and contact data and documents,
- ▶ tracking deadlines and milestones,
- ▶ preparing and maintaining summaries, tables, presentations and reports,
- ▶ analysis of simple key figures and statistics,
- ▶ documentation of program- and project activities.

Your profile:

- ▶ Completed training as office administration assistant (Kaufmann/Kauffrau für Büromanagement) or equivalent formation,
- ▶ minimum of three years relevant work experience,
- ▶ excellent MS Office skills,
- ▶ very good communication skills, organizational talent, stress resilience,
- ▶ Teamplayer with the ability to work independently and interdisciplinary,
- ▶ professional level of German language skills, good English language skills,
- ▶ interest for sustainability topics,
- ▶ interest in business administration is a plus.

Our offer:

- ▶ You will work in a leading Think Tank with national and international focus for environmental policy that develops solutions to the most pressing environmental challenges of our time.
- ▶ In our international team, you will experience a pleasant working atmosphere in a flexible and family friendly environment.
- ▶ You will receive a limited contract for 2 years with option to become permanent, a high subsidy for the „Deutschlandticket“ and 10 paid days per sick child per year.
- ▶ We offer flexible working hours with the option, to work in the Home Office from time to time. Working from home in other European countries is possible for 3 weeks per year.

Interested?

Please apply online attaching the following documents:

- CV
- Letter of motivation
- Certificates of trainings and degrees
- References

Deadline for applications: October 21, 2026

For questions, please contact our HR Manager Verena Stange via 030/86880-122 or per e-mail: verena.stange@ecologic.eu

Diversity in disciplines, backgrounds and experiences strengthens research and society. We therefore welcome all applications. The only criteria for hiring are the job requirements and the qualifications of the applicants. We therefore ask that you refrain from sending photos with your application.

Ecologic Institute

As a private, independent institute, Ecologic Institute is dedicated to addressing relevant socio-political issues in sustainability research and incorporating new findings into environmental policy. Founded in 1995, Ecologic Institute has a strong European and international network and is part of the [Ecological Research Network](#) and [Think Sustainable Europe](#). Today, approximately 100 staff members work in international and interdisciplinary project teams.

More about us and our work you find [here](#).