

ROCKWOOL Foundation Berlin - Institute for the Economy and the Future of Work (RFBerlin)

RF BERLIN

RFBerlin conducts independent research into significant challenges to the economy, society and the welfare state in a global world. We focus on applied and data driven research, and produces work that is impartial, based on objective scientific principles and adheres to the highest standards of academic excellence. The Institute is funded by the ROCKWOOL Foundation. The ROCKWOOL Foundation is a self-funding and impartial charitable foundation established in 1981. From the outset, the Foundation's stated aim has been to support independent and credible research for the benefit of the general public. RFBerlin is closely linked to a broad international knowledge network and works closely with its partner in Copenhagen. The goal of the research conducted at RFBerlin is to inform and raise the level of public debate, and to provide the best possible basis for political decision making.

Communications Assistant (m/f/d)

20h/Week - Early Career

City: Berlin; Starting date (earliest): At the earliest possible; Duration: 2 Jahre;
Remuneration: € 1,100/month for 20 hours/week, with possible adjustments depending on qualifications.; Closing date: 15/08/25

Working field

RFBerlin (Institute for the Economy and the Future of Work) is looking for a part-time Communications Assistant to join our team. This role is ideal for candidates with a background in Communications, Media, or related fields, or for those seeking experience in scientific communication in an international work environment.

Requirements

- Background in Communications, Journalism, Media, Political Science, or a related field.
- Strong writing and communication skills in both German and English.
- Experience using tools like Mailchimp, WordPress, Canva, or Adobe Creative Suite.
- Experience or interest in social media, podcasting and digital storytelling.
- Organized, communicative and a proactive team player.

What we offer

- Flexible 20h/week schedule, with at least two days per week in person at the office
- Insight into research communication at an international institute.
- A collaborative and friendly team located in the heart of Berlin.
- Opportunities to build your portfolio with real-world communication projects.
- Experience working directly with media and journalists.

Application

Please send the following documents to career@rfberlin.com with the subject line: "Application: Communications Assistant"

- CV
- Portfolio and/or examples of copywriting or communication work

Should you have any questions about this position, feel free to contact Yulia Aster (Communication and Events Manager): ya@rfberlin.com

If you're excited about research, media, and making complex ideas accessible to a broader audience, we'd love to hear from you.

More information at <https://stellenticket.de/196459/HTWB/>
Offer visible until 04/09/25

