

## **Agora Think Tanks gGmbH - Trainings Team**



The world's energy systems are changing. Renewable energy has moved from a niche technology to broad-scale adoption in many countries around the globe. Policy makers in many countries are struggling with the technical, economic, and political complexities of the transformation. Understanding these processes and challenges is essential for taking political decisions and ensuring a smooth transition to a clean energy system. This is where we get involved. As Agora Think Tanks, we pursue the goal of achieving a climate-neutral energy system worldwide by the middle of the century. With currently around 180 employees at four locations around the globe, we combine research, dialogues, and technical assistance - independently and free of economic or party-political interests. Sharing our knowledge, training partners and empowering individuals around the globe is a key component of our work. At Agora, we have been supporting the development of energy transition professionals since 2018. Our training portfolio offers participants the opportunity to learn directly from our technical experts and to exchange with a diverse community of peers. We provide trainings covering topics such as electricity market design, grids and renewables, and industrial transformation. Through interactive programmes, participants gain a deeper understanding of energy policy, the transformation of power systems, and industry transformation pathways.

### **Student Assistant Training Programmes**

(f/m/d - 16-20 hours per week)

Stadt: Berlin; Beginn frühestens: Frühestmöglich; Vergütung: 15,75 - 16,30 € / h;  
Bewerbungsfrist: 15.04.2026

#### **Aufgabenbeschreibung**

As student assistant, you are part of Agora's Team Training in Berlin and contribute to the implementation of Agora's training portfolio. Your main tasks are supporting our Trainings Team in their daily work, including project administration related to training programmes, involvement in participant recruitment and management, training coordination and implementation, funder reporting and our Alumni Network.

Your responsibilities include

- Assist in the organisation and implementation of trainings, including logistical coordination as well as the setup and management of digital event platforms;
- Supporting participant recruitment and management (calls, applications, interviews, pre-arrival coordination);
- Support and facilitate collaboration with colleagues from our Berlin, Beijing, Bangkok, and Brussels offices;
- Supporting alumni activities, including events, engagement, database, and newsletter management;
- Support communication and data management across alumni and training activities using digital tools such as Typo3, CleverReach, and other relevant software;
- Handling general administrative tasks such as email and schedule management,

preparation, review and archiving of documents, materials, surveys and photos;  
→ Support the preparation of reports to funders regarding project activities and outcomes.

### **Erwartete Qualifikationen**

- A Bachelor or Master student enrolled for at least another year of any academic background;
- A creative, proactive, and collaborative team player;
- Interest in adult capacity building and trainings;
- Initial experience in event organization and/or community management (virtual & in-person) is a plus;
- Intercultural sensitivity and experience working in multicultural environments;
- Very strong communication, administrative and organisational skills;
- Dedication, reliability and demonstrated attention to detail;
- Excellent written and spoken English is essential; knowledge of German is an advantage;
- Proficiency in Microsoft Office, particularly Excel;
- Basic experience with or willingness to learn usage of content management systems, mailing provider and recruitment software.

### **Unser Angebot**

- An opportunity to work in a mission-driven, highly motivated and professional team on an essential task for the future;
- An international working environment in a cooperative working atmosphere;
- Opportunity to interact with colleagues from all Agora teams and training participants and partners from around the globe;
- Opportunities to join and work on a variety of training activities and programmes;
- Flexible work schedule to accommodate university classes, and option of hybrid work (good home setup is provided);
- Opportunities for professional and personal development and advancement, including access to a mental well-being platform;
- One option from our benefit basket (e.g. Jobticket, Shopping Vouchers, Urban Sports);
- 29 vacation days per year (5-day working week) and 24 & 31 December off-work;
- A student employment contract initially limited to one year with appropriate compensation and potential for extension.

## Bewerbung

Does our job offer appeal to you? We look forward to receiving your application until 15th of April 2026. We welcome applications from candidates with diverse backgrounds and encourage you to apply even if you do not meet all listed criteria. Applications will be reviewed on a rolling basis until the position is filled.

Please upload your letter of motivation and your CV as a PDF document through our website. We ask that you refrain from including an application photo.

We support a just transition in energy and industry – by everyone, for everyone. Therefore, we are particularly pleased to receive applications from people from groups that have been underrepresented in energy and industry decarbonisation policy spaces. We welcome applications regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability and age, and sexual orientation. Unfortunately, our offices in Berlin are not completely barrier-free, but we are open to find individual solutions.

Should you have any questions, please contact Marcus Berkenhagen ([marcus.berkenhagen@agora-thinktanks.org](mailto:marcus.berkenhagen@agora-thinktanks.org))

Weitere Informationen unter <https://stellenticket.de/202711/TUB/>  
Angebot sichtbar bis 02.05.2026

