

Event and Marketing Assistant (m/f/d)

Part-Time: 24h or more (full-time possible) | Darmstadt or Berlin, Germany
permanent | as of September 2021

Energynautics is a power systems consulting company based in Germany. It was founded in 2000 by Dr. Thomas Ackermann and has since then been involved in numerous research, consulting and capacity building projects for governments, electricity network operators, regulators, manufacturers and investors, especially in matters relating to innovative grid design and power system integration of renewable energies. Energynautics also excels in organizing worldwide renowned conferences in the field of grid integration of renewable energies (conference language is English).

About Your Role

As part of the Energynautics event team you will support us in organizing technically specialized on-site, hybrid or virtual conferences. You will be responsible for the Europe-wide search for suitable event venues, the drafting of contracts, sponsorship acquisition and sponsor communication. Furthermore you will organize study trips, tutorials, side events (e.g. dinners) as well as incoming expert visits. You will help us with the external presentation of Energynautics with your strong social media skills. Your tasks comprise also the support and backup of your colleagues in the Energynautics' event team e.g. in abstract and speaker management, event marketing or online registration. All in all, you will travel once or twice a year to our events in Europe. You can either be located at our Darmstadt or Berlin office.

About You

- University degree in event management and/or business administration and preferably 2+ years of work experience in marketing and event management (alternatively completed vocational training and respective work experience)
- First experiences in organizing international events and acquiring sponsors
- Fluent knowledge of German and English in speaking and writing
- Proficient in MS-Office (Word, PowerPoint, Excel) and Social Media (Twitter, LinkedIn, Xing, Youtube etc.)
- Not a must, but nice to have: experience in other areas e.g. EU and national funding programmes, proposals, accounting, graphic design,...
- Very good communication skills and good personal resilience
- Work Style: quick, accurate, independent, structured, proactive and attention to detail
- Discretion, loyalty and reliability
- Flexible timewise – workload peaks and troughs depending on event dates

Our Offer

We offer a creative working environment in a horizontal organization with open company communication. At Energynautics, you work in a highly motivated team in a great working atmosphere and a versatile area of responsibility. Effective immediately, we are looking for a permanent part-time (24 hours or more) or full-time employee. You can be located at our Darmstadt or Berlin office. We offer flexible working hours models like flexitime or home office.

Your Application

Please send your application to bewerbung@energynautics.com and give us – at least in note form – information about:

- Your availability: could you start immediately or do you have to consider a period for giving notice?
- Your focus of work: what are your professional strengths?
- Your preferred weekly work time: do you prefer full or part time?
- Your pc and language knowledge: which programs and languages do you master?
- Your wishes and your expectations: what is important to you?
- Your desired salary: please give a negotiable range of your salary expectations.

Your contact

Dr. Thomas Ackermann
Founder & CEO

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www.energynautics.com/en/career

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solutions for sustainable development