

Communications Assistant (m/w/d) – Biosphere Reserves Institute

Position: Student Assistant (WHK)

Contract period: 1 December 2026 – 31 August 2028

Working hours: Approx. 10 hours/week

Location:

Biosphere Reserves Institute (BRI)

Georg-Herwegh-Straße 18, 16225 Eberswalde / home office

Responsibilities

- Update and further develop the BRI website.
- Support the development of communication materials, including social media posts, newsletter articles, flyers, etc.
- Assist in the organization and delivery of meetings, workshops, and other events, including preparing minutes and providing technical and logistical support.
- Assist in the development and implementation of team collaboration and work-planning tools.
- Support the management of the BRI offices (e.g. organizing the library).
- Provide translation support from German to English and vice-versa.

Required qualifications

- Being matriculated in an HNEE master's course
- Experience in designing visual communication materials.
- Experience in website development and/or social media management.
- Experience in organizational communication.
- Interest / experience in the use of AI tools to support institutional communication
- Highly proficient in spoken and written German and English.
- Strong problem-solving and organizational skills.
- Good time-management skills.
- Flexible working hours.

Preferred

- Expertise in UNESCO Biosphere Reserves

How to apply

If you are interested, please submit your CV and a motivation letter to Dr. Ana Filipa Ferreira (fferreira@hnee.de) by email by **30 September**.