

We are seeking **immediate** support for our head office by a **working student** (m/f/d) on a part-time basis or as a 520-euro mini-job.

What we offer:

- Insights into a **large network** of the sustainable aviation industry
- The opportunity to work **flexibly and remotely**. You do not have to live in Berlin to work for us
- Flat hierarchy and participation in the strategic, content-related and organizational work of aireg
- Weekly working hours of up to 19 hours (additional work possible during the semester break)

What we expect of you:

- You have a strong interest and knowledge in the field of aviation/climate protection/energy
- You are still matriculated in a Bachelor's or Master's degree program for at least six months
- Ideally, you have already gained some work experience in similar activities
- You are business fluent in German and English (written and verbal)
- You are confident in MS Office

Your tasks:

- You assist the head office in the day-to-day business
- You will be independently responsible for tasks in the field of public relations (e.g. preparation of press releases and statements)
- You are responsible for the management of our social media presence (e.g. LinkedIn)
- You are responsible for administrative tasks (e.g. processing of inquiries, invoicing)
- You support the office in preparing and following up on appointments, events and projects in terms of content and organization
- Organization of exhibitions, events and conferences

Please send your detailed application by e-mail to:

Melanie Form – Managing Director

E-Mail: melanie.form@aireg.de