



For a transformation that leaves no one behind.

Position:	Project Support Officer (m/w/d)
Location:	Hamburg, Germany
Hours:	Full time (100%)
Application Deadline:	20 July 2025
Starting Date:	1 September 2025 – 1 year contract with option to extend

The international foundations platform Foundations-20 (F20) is a growing network of around 80 foundations that is committed to implementing the Sustainable Development Goals and the Paris Climate Agreement. F20 is explicitly aimed at the countries of the G20. The platform was launched in Hamburg in 2017 and seeks to identify solutions for a transformation towards sustainable development and to act as a bridge between civil society, business, financial institutions and politics. The F20 Secretariat in Hamburg, in close cooperation with the partner foundations in the various countries, organises events with more than 1,000 participants online and offline, runs its own magazine, and publishes a regular newsletter. The working language is largely English.

Job Description:

As a **Project Support Officer** (m/f/d), you will support the overall operational and project-related work of the F20 head office. You will be working closely with the F20 team, to help with daily tasks around network and partnership management, general administrative tasks, as well as external and internal communications. You will be given smaller independent projects to implement on your own, and will help the team in implementing the overall F20 advocacy plan, communications strategy and external relations within multilateral processes in the areas of climate action, renewable energies, biodiversity and sustainable finance. Our goal is to accelerate climate action in the G20 countries and support the implementation of the Sustainable Development Goals (SDGs).

We are a motivated, professional team that works closely together, supports each other and values a good work-life balance. We understand that success is only possible as a team.

Your Tasks:

Advocacy, Convening and Communications

- Assisting the Programme Manager for Advocacy and Convening in planning and executing advocacy work including
 - Support in organising meetings, workshops, briefings etc.
 - Support in preparing event materials, handling speaker invitations and follow-ups, drafting concept notes and agendas, presentation decks and handouts as well as briefing documents for internal and external stakeholder
 - Help in coordinating logistics with internal teams and external partners
 - Help in maintaining file organisation, timelines, and trackers for ongoing advocacy initiatives and events.
 - Conducting independent research and news monitoring as appropriate and necessary



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- Assisting in the planning, implementation and follow-up of the annual F20 main event (Climate Solutions Forum) in the respective G20 presidential country, particularly with regard to logistics and preparations, as well as communications before, during and after the event.
- Assisting the Project Manager for Communication and Outreach in the implementation of the F20 Communications plan, including research, coordinating and drafting (social) media posts, tracking and monitoring of F20 and partners' media channels, updating the F20 website. Proficiency with visual design tools (like Canva) are an asset.

General Administrative Tasks

- Calendar management for the F20 Team for internal and external meetings (e.g. head office calls, steering group, working groups, roundtables, regular meetings with partners and members) – including support in agenda setting and minute writing.
- Various supporting activities for management, such as topical research, providing briefings and talking points, inbox management.
- Regular support and coordination of the F20 Steering Group meetings and other F20 discussions, including contact management and agenda development.
- Research, including updating of the members database and mapping documents; regular research for new potential partners; support to management for regular outreach to existing members.
- Any other tasks as appropriate and appointed by the F20 Secretary General.

Your Profile:

- You are passionate about the topics of climate action, biodiversity and the 2030 Agenda; and you understand the basic principles of advocacy work.
- You are well organised, happy to support your team and show pride in your job.
- You have very good oral and written communication skills in English; basic German skills are an asset.
- You have an eye for detail, especially for graphic design elements and enjoy being creative with visual tools.
- You are keen to work in a multicultural environment on the operational aspects of accelerating the implementation of agreed international goals and targets.
- You have basic knowledge and experience in using social media channels (ideally also for professional purposes).
- You have a Bachelor's degree in communications, international relations, economics, political sciences, social or environmental sciences or similar fields; and/or relevant work experience (or job training) to handle the tasks of this job
- You can work independently and as a part of a decentralised international team.
- You are able to travel on occasion.

Our Offer:

- You will work in a purpose-driven environment on topics that are of the highest social importance.



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- You will have a varied range of tasks with the opportunity to make a positive impact globally.
- You can expand your network internationally and build new connections.
- You will work in a dynamic and family-friendly working environment, based in Hamburg, with flexible working time models and the possibility to work from your home office.

Would you like to become part of our team?

Then send us your application with:

- a short CV
- a 1-minute application video in English (*alternatively*: a presentation describing how the Sustainable Development Goals play a role in your daily life, using pictures, graphics, text in a creative way)
- a cover email stating your earliest possible starting date and salary expectations

Deadline: July 20, 2025

Contact Person: Celine Strufe, Programme Manager for Advocacy and Convening,
Celine.Strufe@foundations-20.org