

POSITION:
STUDENT ASSISTANT DATA
MANAGEMENT & OPERATIONS
(m|f|d)
REF-NO.:
2025 | FCA | Student Operations
LOCATION:
Remote– Work from home
(Germany based)

FUTURE CLEANTECH ARCHITECTS

Future Cleantech Architects (FCA) is a non-profit climate innovation think tank, located in Remscheid, Germany. We exist to close the remaining innovation gaps to reach net-zero emissions by 2050. FCA accelerates innovation in critical industries where sustainable solutions are still in very early stages. Moreover, we urge policymakers to intensify and better prioritize their R&D activities.

STUDENT ASSISTANT DATA MANAGEMENT & OPERATIONS (m|f|d)

RESPONSIBILITIES

As Student Assistant Data Management & Operations, the successful candidate will work closely with FCA's Operations Team, supporting the organization's internal efficiency and external impact. These responsibilities include the following tasks:

- Maintaining and updating our CRM and other database systems.
- Assisting with general administrative duties.
- Supporting the organization in the execution of events, panels, and meetings.
- Exploring and integrating AI tools to optimize internal processes.
- Collaborating with colleagues to improve operational workflows.

REQUIRED QUALIFICATIONS | EXPERTISE

- Currently enrolled at a German higher education institution (in any field).
- Strong organizational and multitasking skills.
- Interest in climate innovation and willingness to learn new tools and methods.
- Residing in Germany, with proximity to Remscheid or Cologne being a plus.
- Excellent command of English, both oral and written, strong ability to establish priorities and work to tight timelines within a fast-paced environment. Proficiency in German is a plus.
- Professionalism, with the ability to work under minimal supervision with a high level of resilience, ability to communicate clearly and efficiently with high-level stakeholders.
- Excellent knowledge of Microsoft tools and basic database systems.

REMUNERATION

FCA offers a competitive salary at level commensurate to the level of experience and allowances including post adjustment.

WORKING HOURS | WORK FROM HOME

The position allows for predominantly working from home and offers flexible working hours, with a maximum of 20 hours per week.

DURATION OF CONTRACT | STARTING DATE

The position can be filled for two years with the intention to prolong the contract thereafter. Starting date would be ASAP.

APPLICATIONS

Candidates are kindly asked to send in their complete applications in digital form to HR@fcarchitects.org by June 6th, 2025.



Future Cleantech Architects
gGmbH
Martin-Luther-Straße 29
D-42857 Remscheid
GERMANY
HRB 3.11.22
www.fcarchitects.org