



RENEWABLES FIRST

Job Title: Outreach and Engagement Associate

Location: G-8 Markaz, Islamabad

Department: Communications and Learning

Type: Full time

Contract: 1 year

About Renewables First

Renewables First (RF) is a think tank for energy and the environment. RF's work addresses critical energy and natural resource issues with the aim of making energy and climate transitions just and inclusive through impactful research, advocacy, and strategic partnerships.

About Margalla School on Energy and Climate (MSEC)

The Margalla School on Energy and Climate (MSEC) is a fellowship program that equips young and early-career professionals with the knowledge and skills to accelerate Pakistan's energy transition and navigate the complex nuances of climate change.

Job Description

Renewables First seeks a proactive and adaptable Outreach and Engagement Associate for the Margalla School on Energy and Climate (MSEC) program. This early-career position plays a key role in planning, coordinating, and promoting MSEC and related activities under learning and development.

Key Responsibilities

- Develop and execute a communication plan to manage MSEC's online presence, including social media, website updates, and email outreach, ensuring engaging content for the fellowship programs.
- Oversee MSEC's application process, including managing the online portal, responding to queries, shortlisting candidates, and organizing interviews for participant selection.
- Coordinate stakeholder engagement by building relationships with key partners, developing new ideas and concepts for collaboration, and drafting proposals to support program initiatives.
- Facilitate the organization's Monitoring, Evaluation, and Learning (MEL) practice.
- Support building a robust system to track our impact, support team development, and contribute to setting goals and action plans.
- Work closely with colleagues to ensure MEL insights improve our programs and demonstrate our effectiveness in the energy and environment sectors.

Qualifications and Skills

- Bachelor's degree in communications, Public Relations, Environmental Studies, or a related field.
- 02-03 years of experience in program coordination, communications, or a similar role, preferably in the energy, environment, or education sector.
- Strong skills to handle multiple tasks and meet deadlines.



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- Excellent written and verbal communication skills in English and Urdu.
- Proficiency in social media management and content ideation.
- Experience with event planning and logistics management.
- Knowledge of or strong interest in renewable energy, climate change, and sustainable development issues.
- Proficiency in Microsoft Office.
- Self-driven and proactive, demonstrating a strong capacity to take initiative.

What We Offer

- Competitive salary
- Health insurance
- Professional development opportunities
- Support in building professional capacity through local and international trainings
- Friendly work environment
- Flexible working hours
- Working with diverse teams

Application

If you would like to become part of our dynamic team, apply at your earliest. The last date to apply for this position is 2nd Oct 2024. We process applications on a rolling basis. Female candidates are strongly encouraged to apply.

Please Email a letter of motivation, along with your CV in one PDF document and use the following format for the file name, "First name_Last name_Job Title" to hr@renewablesfirst.org