



Communications Assistant (Contractor) - Democracy & Belonging Forum Othering & Belonging Institute at UC Berkeley in partnership with iac Berlin

UC Berkeley's Othering & Belonging Institute is seeking a part time Communications Assistant to provide comms and event support for its [Democracy & Belonging Forum](#). This comms assistant will help coordinate events, produce communications materials to promote activities, and foster engagement among the Forum's transatlantic community of social justice and democracy practitioners.

About the Othering & Belonging Institute

The [Othering & Belonging Institute](#) at the University of California, Berkeley advances groundbreaking research, policy, and ideas that examine and remediate the processes of exclusion, marginalization, and structural inequality—what we call othering—in order to build a world based on inclusion, fairness, justice, and care for the earth—what we call belonging.

About the Democracy & Belonging Forum

The Democracy & Belonging Forum is a network and research hub that aims to connect and resource civic actors in Europe and North America to more effectively counter identity-based fragmentation and authoritarian populism by bridging across lines of difference while centering the needs and concerns of marginalized groups. In support of that work, the Forum also undertakes research on the tactics of authoritarian populists, particularly their approach to gender issues and the climate crisis, among other topics.

Time Commitment

15-20 hours a week

Location

We are seeking someone based in the European region. Although this is largely a virtual role, we have a preference for candidates who are based in Berlin, where much of our team is located.

Compensation- 23 EUR / hr, excluding VAT

Application deadline: Nov. 27

Comms Assistant Responsibilities

- **Network Membership Communications**
 - Invite and onboard new members of the Democracy & Belonging Forum
 - Generate conversation and engagement on community Slack group by posting articles/resources/questions related to democracy, fragmentation, justice, and belonging
 - Respond to questions and email requests from Forum members and members of the public

- **Public Communications Support**
 - Responsible for developing communications and editorial materials, including posts for social media, media and messaging guides, email newsletters, interviews with thought leaders, and other items
 - Manage the Forum website, including with information about upcoming events and other items
- **Event Coordination**
 - Provide communications and logistical support and coordination for virtual and in-person events, including managing participant lists, RSVPs, and accessibility services.
 - Coordinate speakers and manage tech “backstage” during virtual events
- **General program support as needed**

Necessary Skills

- Excellent writer in English, with experience in digital communications, editing, and social media
- Design capabilities, particularly the creation of online graphics- either on Canva or using other design tools
- Organized with an attention to detail
- Deep knowledge on topics related to justice, belonging, marginalization, and democracy in Europe, the US and globally
- Works well in collaboration with others and on teams with members across multiple time zones

Desired skills

- Knowledge of event live streaming tools and platforms such as Streamyard
- Fluency in a language or languages other than English
- Excellent intercultural and interpersonal communication skills
- Strong ability to prioritize, multitask, and work independently
- Experience working with audio and/or video editing software;
- Positive and entrepreneurial attitude

Since May 2023, the iac Berlin has been an implementation partner of the Democracy & Belonging Forum. The iac Berlin was founded by the Robert Bosch Stiftung to support the development of networks for social impact. As a Do & Think tank, we partner with foundations, academia, public institutions, and non-profit organizations; advise on alumni work; develop practical solutions for the design of impact-oriented networks; and initiate new forms of collaboration.



Both OBI and iac Berlin are committed to building and maintaining an inclusive and equitable professional environment. This is and will always be ongoing work. And it benefits from a diversity of perspectives and experiences which is why we welcome applications from all gender identities, races, ages, sexual orientations, and professional, educational, and cultural backgrounds including humans with disabilities, parents, and caregiving relatives returning to work.

How to apply?

If you would like to apply, we kindly ask you to provide the following information:

A written document (max. one page) that expresses your motivation to take up the role.
Furthermore, please include a CV of max. two pages and your earliest possible starting date.

Please send all information in English and in one PDF file to dandbforum@berkeley.edu by Nov. 27, 2023.