

GEF Roles

Communications, PR and Media Relationships Manager

(GR & UK – one per country)

Duration: 1 year

Responsibilities:

- Develop and implement a comprehensive media and communications strategy in line with GEF's overall goals, ensuring cohesive messaging and branding across all platforms.
- Serve as the primary point of contact for all media relations and communications efforts, including external-facing marketing materials and promotional campaigns.
- Collaborate with internal teams, such as the executive committee, head of country and event organizers, to ensure the promotion and visibility of GEF initiatives and events, both physical and virtual.
- Foster relationships with existing and potential corporate members, managing key communication channels to strengthen GEF's brand presence.
- Regularly evaluate communication strategies and PR initiatives, presenting findings and recommendations to the Management Committee for further development.

Qualifications:

- Proven experience in media relations, PR, or communications.
- Strong organizational skills and ability to manage multiple campaigns simultaneously.
- Ability to work cross-functionally with internal teams and external stakeholders.

Events Manager
(GR & UK – one per country)

Duration: 1 year

Responsibilities:

- Oversee the full lifecycle of event planning and execution, including virtual and in-person events, aligning with GEF's strategic goals.
- Work closely with the Executive Committee, Academic Directors, and Country Heads to propose and implement events that expand GEF's presence and brand recognition.
- Coordinate with relevant teams to ensure successful event delivery, from concept through execution, ensuring all logistical details are covered.
- Collaborate with the Communications and PR Manager to promote events and maintain alignment with GEF's overall communication strategy.
- Monitor the performance and success of each event, providing post-event analysis and feedback for continuous improvement.

Qualifications:

- Extensive experience in event management, with a track record of organizing successful events.
- Strong project management skills, with the ability to manage multiple stakeholders and teams.
- Excellent communication and interpersonal skills to collaborate across departments.

Associate

Responsibilities (varying based on focus area):

1. Policy Monitoring & Commentary Focus (Greece and Southeastern Europe):

- Track and analyze energy policy developments in Greece and Southeastern Europe, providing insights and timely commentary on regulatory changes and their impact.
- Prepare reports, summaries, and presentations for internal stakeholders on key policy trends and shifts.
- Work closely with the Academic and Research Director to integrate policy insights into GEF's broader strategic goals and thought leadership.

2. Research & Academic Relations Focus:

- Assist in building and managing relationships with academic institutions and research partners.
- Collaborate with the Academic and Research Director on GEF's research initiatives, including policy briefs and academic studies related to the energy sector.

3. Country Associate (GR / UK):

- Assist the Country Head in coordinating relationships and activities across internal and external teams to ensure smooth execution of initiatives and events.
- Act as a liaison between internal teams and external stakeholders, ensuring clear communication and alignment of goals.

General Responsibilities (across all areas):

- Provide support to senior management, including scheduling meetings, preparing documents, and maintaining organized records.
- Participate in cross-functional meetings and contribute to broader GEF initiatives.
- Conduct research, compile data, and generate reports to support strategic decision-making.
- Support event planning and logistics for GEF's initiatives and external engagements.

Qualifications:

- A Bachelor's degree in a relevant field such as Political Science, International Relations, Business, or Energy Studies.

- Strong analytical and research skills, with an ability to distill complex information into actionable insights.
- Excellent communication and interpersonal skills, with an ability to build relationships with diverse stakeholders.
- Demonstrated ability to manage multiple.
- Experience or interest in energy policy, research, or team coordination is a plus.