

Officer: Communication

Start date: As soon as possible latest 1 November

Duration: Until 31 December 2021 with a view to extending

Deadline for application: 21 September 2020

ICLEI – Local Governments for Sustainability is a network of 1,500+ cities, towns and regions world-wide that are dedicated to sustainable development. It has 15 offices servicing its members while developing innovative projects and events and is an international not-for-profit association and network perceived as the international representative of cities for sustainability.

The European Secretariat is based in Freiburg, Germany. The European Secretariat of ICLEI - Local Governments for Sustainability seeks to fill the position of an Officer Communication within its Communications and Member Relations team. The Communications and Member Relations team coordinates all necessary promotion, marketing and communication activities to shape the visibility of ICLEI as well as its diverse portfolio of projects to the outside world. This includes organising and supporting events from the initial idea to the final realisation and reporting, as well as representing ICLEI through all modern communication and information channels. The Communications and Member Relations team is also the portal for ICLEI's membership relations.

Tasks and responsibilities:

- Develop, implement and monitor project communications strategies and plans in line with the relevant project work plans;
- Develop, produce and disseminate effective communication products, including project websites (with a web developer), social media, newsletters, video scripts and marketing materials;
- Maintain and further develop media relations for projects as well as for ICLEI;
- Create and edit copy for websites, brochures, reports, news articles, press releases, opinion pieces and other publications;
- Participate in project coordination meetings with other partners at locations around Europe;
- Contribute to preparing and managing events, including partner meetings, stakeholder workshops, webinars and online meetings;
- Support the management of external consultants, such as designers;
- Coordinate aforementioned tasks with external project partners, cities and the funder;
- Take over representative functions (presentations, project/other meetings and events);
- Assist in project management tasks in coordination with the project coordinator and/or the Director of the Communications and Member Relations team;
- Contribute to researching funding opportunities (tenders / calls for proposals) and support the preparation of new funding proposals, concept briefs and project reports;
- Deal with general enquiries relating to information and communication activities within the ICLEI European Secretariat;
- Any other duties that might be required consistent with the range and nature of responsibilities as a member of the Communications and Member Relations team.

Skills and qualifications:

- Academic degree in: communications, political sciences, sustainability or marketing;
- At least three years communication experience, of which at least two years in a similar position;
- Full fluency in English (oral and written), ideally English native level, further languages welcome;
- Excellent writing skills, journalistic experience is desirable;
- Good organisational skills, with ability to work on a variety of projects simultaneously to a high standard; prioritising multiple tasks and meeting deadlines in an independent manner;
- Excellent communication and interpersonal skills, ability to write in a range of styles, precision and ability to be self-organised within a complex team;
- Fully computer-literate with advanced knowledge of MS Office, web editing software (Typo3, Drupal or other CMS), Adobe package (mainly InDesign and Premiere) and desktop publishing;
- Confident manner when acting externally;
- A quick learner and team player with a positive attitude is ideally suited to this position;
- Knowledge of and experience in the field of sustainable development is desirable.
- Knowledge of and experience with EU funding programmes is desirable;

Conditions:

- Limited contract duration until 31 December 2021 (extension possible)
- 80-100% contract with a gross salary according to Project Officer in ICLEI's salary grid (indicative: EUR 46.200-49.200 per annum for 100%)
- Place of work: ICLEI European Secretariat, Freiburg, Germany
- Working hours: 40 h/week, six weeks of paid leave per annum
- Working language: English
- Readiness for frequent travel
- Applicants must – due to legal reasons – hold EU citizenship or valid EU residence permit and a valid German work permit. Applications not meeting these conditions can unfortunately not be considered.

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Please apply in writing, including a CV and letter of motivation to:

jobs.europe@iclei.org

Be aware that applications are reviewed continuously upon arrival; therefore application as soon as possible is advisable.

For more information about ICLEI visit www.iclei-europe.org

ICLEI Europe's Equal Opportunity and Employment Policy

ICLEI Europe's hiring policy is geared to ensure that the organisation hires employees without regard to their race, colour, religion, national origin, citizenship, age, sex, marital status, socio-economic background or sexual orientation. ICLEI's policy is that applicants for employment and career progression are considered solely on the basis of their qualifications and competencies.