

Job title: Assistant Communication and Events

Start date: 15 March 2020

Duration: 12 months

Deadline for application: 28 February 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 is looking for an Assistant within its Communications and Member Relations team. It offers an interesting and dynamic work environment in an international team within the broader context of the latest EU policy on the European Green Deal.

The Communications and Member Relations team coordinates all necessary promotion, marketing and communication activities to shape ICLEI's, its members as well as its projects' visibility to the outside world. Amongst others, our projects take place within the EU Horizon 2020 Funding programme. Our professional team includes specialists for communication strategies, visual design, video editing/ filming, web development and media/press.

Tasks and responsibilities:

The position offers a wide range of activities, focusing on ICLEI's conference organization and organisational communication channels:

- Write, compile and edit content for ICLEI's conference websites, such as www.mannheim2020.eu and www.ecoprocura.eu;
- Conduct mass mailings through an online tool;
- Maintain social media channels;
- Communication with events participants and process incoming registrations;
- Support with logistical arrangements for events;
- Support with the development and implementation of European project communication strategies, including editing websites, brochures, reports, press releases and other publications;
- Conduct organisational tasks, like documentation, minutes writing, communication with external partners, budget-related support tasks;
- Respond to general enquiries relating to specific projects and events within the ICLEI European Secretariat;
- Any other tasks 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:

- Languages: excellent English; further European language(s) welcome, esp. German;
- Recent graduate in a relevant field, such as communications, journalism, information design, international relations, political sciences, marketing, etc;
- Excellent communication and interpersonal skills, ability to write in a range of styles, attention to detail and ability to be self-organised within a complex team;

- Very good computing skills: MS Office suite of tools including Word, Excel, PowerPoint, Outlook, Explorer, Acrobat and Photoshop, use of databases, e-mail, and browsers. Experience in web site editing, desktop publishing and image processing welcome;
- Pro-active working style, ability to work well organised and efficiently;
- Previous experience in relevant sector, such as media, international organisations, NGOs, local governments or communications companies is welcome.

Conditions:

- Limited contract duration of 12 months;
- 80-100% contract with a gross salary according to Assistant in ICLEI's salary grid (31.200 – 33.600 EUR 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;
- 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.