



## Junior Officer: Communication and Events

**Start date: 1 October 2021**

**Duration: until 31 December 2022, with a view to extending**

**Deadline for application: 31 August 2021**

ICLEI – Local Governments for Sustainability is a global network working with more than 2500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development. The European Secretariat is based in Freiburg, Germany and seeks to fill the position of Junior Officer 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:

- Supporting the communications work in ICLEI Europe's projects and campaigns;
- Supporting the development and implementation of European project communication strategies, including the development of communication products;
- Providing administrative support for cities' participation in our campaigns;
- Write and edit content for project websites;
- Maintenance of social media channels, including supporting the development of visuals;
- Support with the development of newsletters, leaflets, topical factsheets;
- Providing logistical arrangements for (online, hybrid, on site) meetings and events;
- Conduct organisational tasks, like documentation, minutes writing, communication with external partners, budget-related support tasks;
- Respond to general enquiries relating to specific projects and ICLEI Europe 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;
- Recent graduate in a relevant field, such as communications, journalism, environmental governance, 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, Canva, Acrobat and Photoshop, use of databases, e-mail, and browsers. Experience in web site editing, desktop publishing and image processing welcome;

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- 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 Junior Officer in ICLEI's salary grid (32.400 – 34.200 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 or EU work permit. Applications not meeting these conditions can unfortunately not be considered.

**Deadline for application: 31 August 2021**

**Please apply in writing, including a CV and letter of motivation to:**  
[jobs.europe@iclei.org](mailto: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](http://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.

