



Officer: Communications

Start date: 01 January 2022

Duration: Until 31 December 2023, with a view to extending

Deadline for application: 30 November 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 an Officer Communications 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 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:

- Conduct project management and coordinate the communication and dissemination basis of projects in the context of EU Horizon2020/ Horizon Europe in the field of sustainable development/ sustainable mobility, in close cooperation with partners and the European Commission;
- Contribute to the projects' consistent strategic positioning, development, implementation and monitoring of the projects' communication and dissemination strategy, development of a visual identity within a wider EU programme context, conceptualization and content maintenance of the website, oversight of the development of multimedia products such as videos and podcasts, development and oversight of the social media strategy;
- Contribute to the exploitation of project results as well as ICLEI Europe's strategic positioning related to the projects' thematic areas;
- Represent ICLEI Europe and projects at relevant events and functions;
- Research of funding opportunities and active involvement/ coordination of project acquisition;
- Deal with general enquiries relating to communication and exploitation activities;
- 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, marketing, political sciences or sustainability;
- At least five years communication experience, of which at least two years in a similar position;
- Experience with the development and implementation of communication strategies and coordination of communication activities with partners;

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- 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;
- Ability to think strategically, anticipating future developments and planning accordingly; proactively identify issues and generate recommendations;
- Confident manner when acting externally;
- Knowledge of and experience in the field of sustainable development is desirable;
- Knowledge of and experience with EU funding programmes is desirable;
- Takes initiative, demonstrates creativity, personable, has a positive attitude and a high level of professionalism;
- Comfortable working independently, as well as part of a team; proactively collaborate with organisation staff, members and other stakeholders on relevant projects;
- 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.

Conditions:

- Unlimited contract duration;
- 80-100% contract with a gross salary according to Project Officer in ICLEI's salary grid (indicative: EUR 50.400 – 52.800 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 Belgian or EU work permit. Applications not meeting these conditions can unfortunately not be considered.

Deadline for application: 30 November 2021

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.

