



Job title: Officer Communication and Member Relations

Start date: 01 October 2022

Duration: 24 months (extension intended)

Deadline for application: 04 September 2022

Location: Freiburg, Germany

ICLEI European Secretariat

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This is an opportunity to join ICLEI – Local Governments for Sustainability, the global network of more than 2500 local and regional governments committed to sustainable urban development. Active in over 125 countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development.

At the European Secretariat, we have a team of over 120 dedicated professionals from over 20 countries representing different backgrounds, knowledge and experience. ICLEI's European Secretariat is based in Freiburg (Germany), with offices in Brussels and Berlin.

About the position

We are looking for a communication professional in our Communications and Member Relations team, which 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's Horizon 2020 and Horizon Europe Funding programmes. Our professional team includes specialists for communication strategies, events, visual design, video editing/ filming, web development.

Tasks and responsibilities:

- Coordinate the communication and dissemination work in European projects within the wider context of the European Green Deal, including working with a multi-partner project team, external service providers, cities and the funder;
- Develop and implement communication and media plans and campaigns, visual identity, website content, newsletters, promotional materials, press releases, media articles, etc.;
- Develop and implement creative ideas for multimedia content and social media activities to increase the reach of communication;
- Organise and promote events (workshops, webinar, conferences, etc.);
- Support and train cities to develop local communication campaigns;
- Strengthen ICLEI's media visibility: pitching articles to media, establishing media partnerships, maintaining media relations, offering statements and quotes to media, etc.
- Give visibility to ICLEI members and ICLEI projects in media outlets and broker speaking roles at events;
- Think strategically and place ICLEI's messages in different external channels, and convey ICLEI's messages to journalists, influencers and stakeholders in Europe;
- Support ICLEI's global and European campaigns and work with other organisations and stakeholders to develop joint campaigns/ messages/ press releases;
- Responsible for the achievement of project goals in the given timeframe and budget and quality of results;
- Project/ activity/ process planning and reporting;



- Project budget management and supervision upon delegation by the Director Communications and Member Relations;
- Research of funding opportunities and project acquisition;
- Take over representative functions (e.g. presentations in conferences);
- 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: journalism, communication, marketing or political sciences;
- Professional experience in communication of 3-5 years in a similar position;
- Experience with the development and implementation of communication strategies and coordination of communication activities with partners and external stakeholders;
- Experience and/or strong interest in working with local governments on the topic of sustainable development;
- Knowledge of and experience with communication requirements in European funded programmes and projects;
- Excellent writing skills, journalistic experience is desirable;
- Good network to relevant media is highly appreciated;
- Full fluency in English (oral and written), further languages welcome;
- Excellent organisational skills, with ability to coordinate a variety of projects simultaneously to a high standard; prioritising multiple tasks and meeting deadlines in an independent manner; proven skills in project acquisition;
- Excellent communication and interpersonal skills, precision and ability to be self-organised within a complex team;
- High level of self-motivation, as well as the ability to work under pressure to meet tight deadlines in a fast-paced and dynamic environment of a diverse, multicultural organisation;
- Ability to contribute to the organisation's strategic development;
- A quick learner and team player with a positive attitude is ideally suited to this position;
- 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:

- Limited contract duration of 24 months, with a view to extending;
- 80-100% contract with a gross salary according to Officer in ICLEI's salary grid (EUR 50.400 to 52.800 per annum for 100%);
- Place of work: ICLEI European Secretariat, Freiburg, Germany;
- Workings 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.





Deadline for application: 04 September 2022

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.

