



## **Job title: Officer Communication**

**Start date: 15 February 2023**

**Duration: until 31 July 2025 (extension intended)**

**Deadline for application: 20 January 2023**

**Location: Freiburg, Germany**

### **ICLEI European Secretariat**

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🐦 [twitter.com/ICLEI\\_Europe](https://twitter.com/ICLEI_Europe)

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 140 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. We cooperate with our members and strategic partners, such as the European Commission, the European Investment Bank, the European Committee of the Regions, as well as business partners such as Google. Our professional team includes specialists for communication strategies, events, visual design, video editing/ filming, web development, media.

### **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 plans and campaigns, visual identity, website content, newsletters, promotional materials, press releases, media articles, social media channels, etc.
- Develop and implement creative ideas for multimedia content;
- Organise and promote events (workshops, webinars, etc.);
- Support and train cities/civil society organisations to develop local communication campaigns;
- Strengthen ICLEI's media visibility: writing and pitching articles, offering statements and quotes to media, etc.
- Support ICLEI's global and European campaigns and work with other organisations and stakeholders to develop joint campaigns/ messages/ press releases;
- Any other duties that might be required consistent with the range and nature of responsibilities as a member of the Communications and Membership 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;
- Full fluency in English (oral and written), further languages welcome;
- Excellent writing skills, journalistic experience is desirable;
- 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;
- Knowledge of and experience with communication requirements and experience in acquisition of European funded programmes and projects is desirable;
- Excellent communication and interpersonal skills, precision and ability to be self-organised within a multi-faceted team;
- High level of self-motivation, as well as the ability to meet deadlines in a fast-paced and dynamic environment of a diverse 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). Knowledge of Adobe package (mainly InDesign and Premiere) and desktop publishing is welcome.

### Conditions:

- Limited contract duration until 31 July 2025, with a view to extending;
- 80-100% contract with a gross salary according to Officer in ICLEI's salary grid (EUR 49.200 to 52.200 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;

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: 20 January 2023**

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

Please note that we review applications continuously upon receipt and early submissions are encouraged. 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 based on their qualifications and competencies.

