



Expert/ Officer Communications for Climate Neutral Cities Task Group

Start date: 01 July 2023

Duration: 24 months (extension intended)

Deadline for application: 31 May 2023

Location: Freiburg, Germany

ICLEI European Secretariat

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Do you want to contribute to making our cities better places to live?

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.

ICLEI's European Secretariat is based in Freiburg (Germany), with satellite offices in Brussels and Berlin. ICLEI Europe has more than 140 staff from all over Europe and beyond, covering a broad variety of professional disciplines and expertise.

Working with us, you will have opportunities to:

- Work with leading urban researchers, politicians and practitioners on European innovation projects, to provide solutions for today's urban challenges;
- Help design and implement policies and solutions for climate-neutral cities;
- Contribute to European and international processes that influence urban policies, particularly the EU Mission '100 Climate Neutral and Smart Cities', and others such as the EU Green Deal, the New European Bauhaus, the UN SDGs, etc.;
- Be part of an internationally-recognised organisation that inspires, supports and critically evaluates new trends in (co-)creating climate neutral cities;
- Grow professionally in a flexible, family-friendly work environment with opportunities for personal development, European travel, and professional cultural exchange.

We are looking for a new colleague to join our Climate Neutral Cities Task Group with the following experience, skills and personality:

- Academic degree in: journalism, communication and events, marketing or political sciences or related field;
- 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;
- Excellent organisational skills, with ability to coordinate a variety of projects and processes 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 advantageous;
- Excellent communication and interpersonal skills, precision and ability to be self-organised;
- 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, knowledge of website content management software (Typo3, Drupal or other CMS) as well as Adobe package (mainly InDesign and Premiere) is welcome.

Your position will include the following main tasks:

- Co-developing and implementing communication workpackages of projects related to the EU Mission '100 Climate Neutral and Smart Cities', including task planning, communication budget planning and monitoring in coordination with the relevant project coordinators, communication with partners, reporting, etc.;
- Maintain related communication channels, e.g. social media, video development (with third parties), editorial work, website content support, and development of communication products;
- Laying out the communication framework for ICLEI's Climate Neutral Cities Task Group, supporting the strategic orientation and development, interacting with other ICLEI Teams, etc.;
- Communication with, and representation of the Task Group in project consortia and vis-à-vis funders and other relevant organisations and institutions;
- Organisation and chairing/facilitation of virtual, hybrid and in-person meetings/ events, including trainings, interactive workshops, stakeholder panels and international project meetings;
- Co-leading communication work in acquisition, including concept development, writing, and budgeting.

Conditions:

- Initial 24 months contract with high potential for extension;
- Gross salary according to the Officer position in ICLEI's salary grid (indicative: EUR 48.000 – 50.400 per annum);
- Place of work: Freiburg/Germany;
- 40h working week with flexible working time and the possibility to work up to 50% remote;
- 6 weeks of paid leave per annum;
- Working language is English;
- Occasional travel within Europe is foreseen.
- Please note that applicants must – due to legal reasons – hold EU citizenship or a 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

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.

