



Expert/ Officer Events and Project Communications

Start date: 01 November 2023

Duration: until 01 August 2025 with a view to extending

Deadline for application: 17 September 2023

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 has more than 140 staff from all over Europe and beyond, covering a broad variety of professional disciplines and expertise. ICLEI Europe seeks to fill the position of Expert/ Officer within its Events and Project Communications team.

ICLEI European Secretariat

Leopoldring 3
D-79098 Freiburg
Germany

☎ +49-761-36892-0

📠 +49-761-36892-19

✉ iclei-europe@iclei.org

🌐 www.iclei-europe.org

🐦 twitter.com/ICLEI_Europe

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.

The Events and Project Communications team is responsible for ICLEI Europe's own flagship events and presence at third party events. It also coordinates marketing and communication activities to make its projects and topics visible to the outside world. Amongst others, our projects take place within the European Horizon 2020 and Horizon Europe funding programmes. Our professional team works closely with other communication experts in the organisation, including specialists for visual design, video editing/ filming, web development and media/press.

Tasks and responsibilities:

The position offers a wide range of activities:

- Organise, promote and implement in person, online and hybrid events, including programme development and speaker and participant management, often working with host cities, funders and co-organisers;
- 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;
- Support and train cities/civil society organisations to develop local communication campaigns;
- Any other duties that might be required consistent with the range and nature of responsibilities as a member of the Events and Project Communications team.



Skills and qualifications:

- Academic degree in: journalism, communication and events, marketing, political sciences or related field;
- Professional experience in communication of 3-5 years in a similar position;
- Experience with the organisation and implementation of on-site and online events;
- 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 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.

Conditions:

- Limited contract duration until 31 December 2024, with a view to extending;
- 80-100% contract with a gross salary according to Officer in ICLEI's salary grid (EUR 48.000 to 50.400 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: 17 September 2023

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.

