



Job title: Expert Strategic Communications, Membership and Advocacy

Start date: 01 April 2024 or later

Duration: 24 months (extension intended)

Deadline for application: 11 February 2024

Location: Freiburg, Germany

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

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 specialised offices in Brussels and Berlin. ICLEI Europe has more than 150 staff from all over Europe and beyond, covering a broad variety of professional disciplines and expertise.

Working with us, you will have **opportunities** to:

- Be part of, and attend a diverse and exciting slate of global and European events and move forward the dialogue on sustainable cities;
- Deepen your understanding of how cities design and implement sustainability and climate neutrality policies, what kind of challenges they face and how best to support them;
- Contribute to European and international processes that influence urban policies, such as the EU Green Deal, the EU Missions, the New European Bauhaus, the New Urban Agenda, the UN SDGs, and others;
- Be part of an internationally recognised organisation that inspires, supports, and critically evaluates new trends in (co-)creating sustainable, climate neutral and resilient 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 Strategic Communications, Membership and Advocacy team with the following **experience, skills and character**:

- At least 3 years of professional experience in developing and implementing communication strategies, ideally with background in sustainable development;
- Relevant academic degree in communications, journalism, international relations, sustainability, or related field;
- Ability to work in a multidisciplinary and multicultural context, and to adapt to new situations quickly and confidently;
- Strategic thinking and decision-making skills, strong analytical capabilities with a strong ability to articulate a vision and execute against it;
- Impeccable writing skills, with native-level command of the English language and a detail-oriented approach with simultaneous big-picture thinking.



Your position will include the following **main tasks**:

- Develop and implement ICLEI Europe's organisational communications goals and strategy;
- Lead the management of ICLEI's Europe's editorial calendar and communication channels, including its website, daily news articles, social media, feeds, YouTube channel, and monthly newsletters;
- Contribute to communications campaigns and messaging for key events, advocacy initiatives and outputs from across ICLEI Europe's 12 topical areas;
- Advance the ICLEI Europe's brand awareness, building brand and editorial consistency across the organisation, including developing brand assets, proofing, and writing content for media, print and digital platforms;
- Coordinate with ICLEI's World Secretariat and regional offices to ensure the roll out of integrated communications activities.

We offer you the following conditions:

- Initial 24 months contract with high potential for extension;
- Gross salary according to the Expert position in ICLEI's salary grid (indicative: EUR 50.600 – 53.000 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 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

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 based on their qualifications and competencies.

