



**Job title: Expert, Communications**  
**Focus: Sustainable Mobility**

**Start date: 01 January 2025 or earlier**  
**Duration: 24 months (extension intended)**  
**Deadline for application: 15 October 2024**  
**Location: Freiburg, Germany**

**ICLEI European Secretariat**

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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 subsidiary 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 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 with the following **experience, skills** and **character** to support communications tasks with the Sustainable Mobility Team:

- Relevant academic degree in communications, journalism, international relations, sustainability, or related field;
- 3-5 years of professional communications experience in a similar position, ideally with background in sustainable development;
- Sound understanding of sustainable urban development, with a focus on innovative, sustainable mobility solutions;
- Experience organising and implementing on-site and online events;
- Experience developing and implementing communication strategies and coordinating communication activities with partners and external stakeholders;





- Impeccable oral and written communication skills, with native-level command of the English language and a detail-oriented approach with simultaneous big-picture thinking;
- Excellent interpersonal communication skills and the ability to be self-organised;
- Creative, curious and collaborative, while able to work independently and stay grounded in a dynamic, sometimes fast-paced, international environment;
- Digital native with advanced knowledge MS Office, graphic design applications (e.g. Canva), website content management software (e.g. Typo3 or Drupal);
- Advanced knowledge in using and managing a multitude of social media platforms (e.g. Facebook, X, Instagram, LinkedIn & YouTube).

Your position will include working as part of a collaborative team on the following **main tasks**:

- Lead the promotional work for a high-profile European awareness-raising campaign;
- Coordinate the communication and dissemination work in European projects within the wider context of the sustainable mobility area, including working with a multi-partner project team, external service providers, cities and the funder;
- Organise, promote and implement in-person, online and hybrid events, trainings, interactive workshops, international project meetings, and study visits including programme development and speaker and participant management, often working with host cities, funders and co-organisers;
- 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 comprehensive media and social media reporting, including the analysis and presentation of insights on media performance and social media metrics;
- Develop and implement creative ideas for multimedia content, particularly related to capacity building programmes and knowledge exchange;
- Copy editing and proofreading English texts to ensure clarity, accuracy, and consistency in all written materials;
- Support and train cities/civil society organisations to develop local communication campaigns;
- Liaise and coordinate with ICLEI Europe's Events and Project Communications and Strategic Communications, Membership and Advocacy Teams to align and embed the Sustainable Mobility team's advocacy work and other initiatives at the European and global level.

**We offer you** the following conditions:

- Initial 24-month contract with high potential for extension
- 100% contract with a gross salary according to Expert in ICLEI's salary grid (EUR 50.000 to 53.000 per annum for 100%)
- Place of work: ICLEI European Secretariat, Freiburg/Germany
- 40h/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](mailto: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](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.

