



**Job title: Expert, Communications**  
**Focus: Resilience and Climate Adaptation**

**Start date: 1 October 2024 or earlier**  
**Duration: 24 months (extension intended)**  
**Deadline for application: 25 August 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 Resilience and Climate Adaptation Team:

- Academic degree in journalism, communications, marketing, environmental/social 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 tasks from 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, Illustrator and Premiere) is welcome.

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

- Organize, promote, and implement in person, online and hybrid events, including programme development, 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, the EU Adaptation Strategy and Mission for Adaptation to Climate Change, including working with a multi-partner project team, external service providers, cities and regions and various funder institutions;
- 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 organizations in developing local communication campaigns;
- Any other duties that might be required consistent with the range and nature of responsibilities as a member of the Resilience and Climate Adaptation team, and in collaboration with the Events and Project Communications team;
- Further development, promotion and application of ICLEI services and products in the topic area;
- Input to the acquisition of future projects and writing of project proposals.

**We offer you** the following conditions:

- Initial 24-month contract with high potential for extension;
- 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 international travel.



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.

**Deadline for application: 25 August 2024**

**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.

