



## Expert Communications, Circular Economy

**Start date: 01 March 2025**

**Duration: 24 months (extension intended)**

**Location: Freiburg, Germany**

**Deadline for application: 15 January 2025**

### 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 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, climate neutrality and circularity 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 **Circular Economy team** and help coordinate the team's strategic communications work, 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 and ideally degree in communications, journalism, international relations, sustainability, or related field;
- Experience organising and implementing on-site and online events;
- 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.

Desirable:

- An understanding of the concept of circular economy, and the roles that local government can play in facilitating and enabling the circular transition;
- Experience of working in or managing European funded projects or service contracts;
- Excellent command of additional European language(s).

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

- Support the co-ordination of the Circular Economy team's communication and dissemination work, to maximise outreach and impact, and ensure the coherence of external communication;
- Create and plan communications strategies and campaigns both for individual projects and for the team as a whole;
- Lead communication and dissemination work within European projects and contracts, including the management of specific work packages and activities;
- Write, and review editorial content such as web copy, newsletters, press releases and leaflets and managing the editorial content calendar;
- Develop and maintain contacts with relevant communication partner organisations, publications and platforms at the European and national levels;
- Develop and disseminate public relations materials, and take the lead on new PR activities that increase visibility among member cities and stakeholders;
- Design and facilitate virtual, hybrid and in-person workshops, communities of practice and meetings that encourage people to participate, learn and network;
- Identify funding opportunities and write project proposals;
- Represent ICLEI at events and undertake presentations.

**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 51.000 - 56.000 per annum);
- Place of work: Freiburg/Germany;
- 40h working week with flexible working time and the possibility of up to 50% mobile work;
- 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.

**Deadline for application: 15 January 2025**

**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 Europe 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.

