



Expert, Media - Strategic Communications, Membership and Advocacy

Start date: 01 March 2025

Duration: 12 months (with possible extension)

Deadline for application: 06 January 2025

Location: Brussels, Belgium

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. This position is based at our Brussels Office in Belgium.

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 three years of professional experience in press and media, reaching out to national, international and internet-based outlets and arranging interviews, articles and op-eds;
- Relevant academic degree and ideally degree in communications, journalism, international relations, sustainability, or related field;



- Ability to work in a multidisciplinary team and multicultural context, and to adapt to new situations quickly and confidently;
- Impeccable writing and editing skills, with native-level command of the English language and a detail-oriented approach with simultaneous big-picture thinking.
- Excellent command of French and additional European languages is desirable.

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

- Strengthen and maintain relationships with Brussels-based journalists, monitor the European news agenda to identify opportunities and pitch articles to generate media coverage for ICLEI ES;
- Writing and editing press releases, articles and managing media relations and partnerships at European level for ICLEI's projects and flagship events, and awards setting up op-eds with ICLEI's Regional Executive Committee representatives, members and ICLEI staff;
- Preparing staff briefings in advance of interviews, internal media advice for colleagues and reviewing submitted articles;
- Manage the content calendar for press releases, coordinate media opportunities internally with project communications experts and liaise with ICLEI's global and regional offices;
- Handle day-to-day media relations activities, support with new ICLEI initiatives, keep ICLEI's press corner on the website up to date, and monitor analysis of media campaigns and engagement metrics.

We offer you the following conditions:

- Initial 12 month contract with potential for extension;
- Gross salary according to the Expert position in ICLEI's salary grid (indicative: EUR 56.000 – 58.000 per annum);
- Place of work: Brussels/Belgium;
- 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.

Please note that applicants must – due to legal reasons – hold EU citizenship or valid EU residence permit and a valid Belgian 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

Please note that we review applications continuously upon receipt and early submissions are encouraged. For more information about ICLEI Europe 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.

