



Expert, Events and Project Communications

Start date: 01 August 2025

Duration: 2 years (with view to extension)

Location: Freiburg, Germany

Deadline for application: 15 June 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 2,500 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.

The European Secretariat is based in Freiburg, Germany, with specialised offices in Brussels and Berlin, and 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 Events and Project Communications team with the following **experience, skills and character**:

- Academic degree in journalism, communication and events, marketing or political 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;
- Excellent organisational skills, with ability to coordinate a variety of projects simultaneously to a high standard; prioritising multiple tasks and meeting deadlines in an independent manner;





- Excellent communication and interpersonal skills, precision and ability to be self-organised;
- Impeccable writing skills, with native-level command of the English language and a detail-oriented approach with simultaneous big-picture thinking. Excellent command of additional European languages is desirable;
- 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 and Premiere) is welcome.

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

- Coordinate the communication and dissemination work in European projects within the wider context of the European Green Deal, including working with a multi-partner project team, external service providers, cities and the funders;
- Organise, promote and implement in-person, online and hybrid events, 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, multimedia content, newsletters, promotional materials, press releases, media articles, social media channels, etc.;
- Support and train cities/civil society organisations to develop local communication campaigns;
- Support the acquisition of projects and contracts in collaboration with other colleagues;
- Any other duties that might be required consistent with the range and nature of responsibilities as a member of the Events and Project communications team.

The Events and Project Communications team is responsible for ICLEI Europe's own flagship events and presence at third party events. It also coordinates marketing and communication activities to make its projects and topics visible to the outside world. Amongst others, our projects take place within the European Horizon 2020 and Horizon Europe funding programmes. Our professional team works closely with other communication experts in the organisation, including specialists for visual design, video editing/filming, web development and media/press.

We offer you the following conditions:

- Initial 24 months contract with potential for extension;
- Gross salary according to the Expert position in ICLEI's salary grid (indicative: EUR 52.000 – 54.000 per annum);
- Place of work: Freiburg/Germany;
- 40h working week with flexible working time and up to 50% mobile work;
- 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 a valid EU residence permit and a valid Belgian work permit. Applications not meeting these conditions can unfortunately not be considered.

Deadline for application: 15 June 2025

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 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.

