

Job Vacancy: Communication Assistant

Civil Society Europe is looking for a Communication Assistant!

Civil Society Europe (CSE) brings together 22 European networks of civil society organisations (CSO) working towards regenerating the European project around the shared values of Equality, Solidarity, Inclusiveness and Democracy. Our main objectives: to facilitate and enable horizontal and vertical dialogue between European civil society organisations and policy-makers and help strengthen CSOs in their activities and relations with the institutions. The organisation was founded in December 2014 in Rome at the close of the European Year of citizens as an initiative of organisations that had worked together in the European Year of Citizens Alliance. Its membership has grown since then to encompass the various sectors of civil society. CSE has been established as an international not for profit organisation under Belgian law since June 2016. CSE is an independent voice promoting a space for structured civil dialogue and citizen's participation at all levels.

CSE is now looking for a **Communication Assistant**. The successful candidate will be a creative team player, able to work within a small busy team.

- Reports to: Coordinator
- Working time: Full-time – 38 hours/week
- Duration: 6 months, with the possibility of extension.
- Contract type: [Contrat d'Immersion Professionnelle \(CIP\)](#), subject to approval by public authority.
- Location: CSE office. Currently: Rue du Congrès 13, 1000 Brussels, Belgium. Home-working arrangements are possible for a maximum of 2 days/week.
- 939 € per month.
- Benefits: Monthly local transport costs in Brussels.

Deadline to apply: 29 September at 12:00. Please See instructions below

JOB DESCRIPTION & MAIN TASKS

The Communication Assistant will contribute to enhancing the visibility of CSE activities and campaign targeting decision-makers, other civil society organisations, social partners, academia, etc. Will also support communication towards the members.

- Draft content for social media and newsletters
- Update and improve website content
- Assist with the organisation of events
- Support the preparation of communication materials (leaflets, publications, reports, etc.)
- Support colleagues on communication related activities (eg. advocacy, projects, etc)
- Contribute to meetings of the network of communication officers
- Contribute to other Office tasks

PROFILE OF THE IDEAL CANDIDATE

Qualification & Experience

Essential:

- A post-secondary degree in a relevant field and/or relevant work experience/volunteering
- Fluency in written and spoken English (close to mother tongue level)
- Excellent writing and communication skills
- Very good Digital literacy including ability to work with communication tools, such as WordPress, Mailchimp, and Social Media tools
- Strong organisational skills, and time management
- Excellent networking, intercultural and interpersonal communication skills
- Committed to the values of the organisation
- Understanding of the functioning of European institutions

Additional skills:

- Previous experience in a non-governmental organisation environment would be an asset
- Use of graphic and video related software
- Knowledge of additional languages

RECRUITMENT POLICY

Anti-discrimination

All appointments should be made in a transparent way and comply with all relevant employment regulations. No job applicant or employee should receive less favourable treatment on the ground of race, colour, nationality, religion, ethnic or national origins, gender, gender identity, marital status, caring responsibilities, sexual orientation, disability or chronic illness.

- **Please note that a valid EU working permit is required.**

**Interested in
the job?**

Please send your application to contact@civilsocietyeurope.eu by **27 September 2022** close of business. The application should include:

- a Europass CV
- a letter of motivation
- A powerpoint presentation of maximum 8 slides about Civil Society Europe

We are planning to interview successful candidates as we receive applications so do not hesitate to send your letter of motivation, CV and presentation as soon as possible.

- Only short-listed candidates will be contacted.

Provisional timeline

- Deadline for applications: Tuesday 27 September 2022, close of business
- Start date: 7 October 2022