

Job Vacancy Communication and Events Officer

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 and Events Officer to replace its colleague currently on leave and reinforce the CSE Communication team. The successful candidate will be a creative team player, able to work within a small busy team.

Job Vacancy Communication and Events Officer

- Reports to: Director
- Working time: Full-time – 38 hours/week
- Duration: 12 months, with the possibility of extension.
- Contract type: Fixed term Employee contract under Belgian Law
- Location: CSE office in Brussels and Home-working arrangements for 2 days/week.
- 2600-3000 € gross per month according to experience.
- Benefits: Annual subscription Public transport costs in Brussels, luncheon vouchers & Office allowance
- Deadline to apply: 27th January 2025 COB
- Start Date: End of January-Beginning of February 2025

Job description and main tasks

The Communication and Event Officer 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.

- Be responsible for the implementation and development of CSE Communication strategy as well as of the dissemination and communication tools
- Be in charge of the rollout of the Communication of campaigns and activities of the organisation
- Draft content for social media and external/internal newsletters
- Update and improve the website and its content
- Support the preparation of communication materials (leaflets, publications, reports, etc.)
- Organise and support meetings of the network of CSE communication officers
- Be in charge of the organisation of events and their dissemination
- Contribute to other Office tasks

Profile of the ideal candidate

Essential qualifications and experience:

- A post-secondary degree in a relevant field and/or relevant work experience/volunteering
- At least 2 years experience in equivalent position
- 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, email marketing platforms, 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

Desirable 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 31st January 2025 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 complete applications will be considered.
Only short-listed candidates will be contacted.

Provisional timeline:

Deadline for applications: Thursday 27th January, close of business.
Start date: End of January-Beginning of February 2025