

## Communications Assistant

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### ***Job Advert***

CSE is the coordination of civil society organisations (CSOs) at the European (EU) level. Our members include 26 platforms and networks, some of the most representative organisations in their respective fields, encompassing civic participation, education, social rights, environment and animal rights, culture, transparency, international cooperation, volunteering, local democracy, youth, health and patients' rights, anti-racism, migration, and disability rights. Through our membership network, CSE reaches millions of individuals engaged with or supported by CSOs throughout the EU.

Since our establishment in 2016, we have carved out a unique space where CSOs collaborate to strengthen the role of civil society at the EU level. Today, we are increasingly recognised as the point of reference for EU institutions on civil dialogue and civic space.

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

### ***Job Vacancy Communications Assistant***

- Reports to: Communications and Outreach Officer
- Working time: Full-time – 38 hours/week
- Duration: 6 months
- Contract type: [Contrat d'Immersion Professionnelle \(CIP\)](#), subject to approval by public authority.
- Location: CSE office. Home-working arrangements are possible for a maximum of 2 days/week.
- Stipend: €1056 per month.
- Benefits: Public transport costs in Brussels

### ***Responsibilities & main tasks***

The Communications Assistant will contribute to enhancing the visibility of CSE activities and campaigns targeting decision-makers, other civil society organisations, social partners, academia, etc. and will support communication towards CSE's members.

Main responsibilities include:

- Drafting content for social media and newsletters
- Updating and improving website content
- Assisting with the organisation of events
- Supporting the preparation of communication materials (leaflets, publications, reports, etc.)
- Supporting colleagues on communication related activities ( eg. advocacy, projects, etc)
- Contributing to meetings of CSE's working group of communication officers

- Contributing to other office tasks as needed

### *Profile of the ideal candidate*

#### Essential qualifications and experience:

- 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
- A high level of digital literacy, including ability to work with communication & digital tools, such as WordPress, Canva/Adobe, and social media tools
- Strong organisational and time management skills
- Excellent networking, intercultural and interpersonal communication skills
- Committed to the values of the organisation
- Eager to learn and gain experience in communications in an EU non-governmental environment

#### Desired qualifications and experience:

- Previous experience in a non-governmental organisation environment and knowledge of advocacy work is an asset;
- Experience using graphic and video related software
- Understanding of the functioning of European institutions;
- Fluency in another EU language.

### *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 grounds 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 [info@civilsocietyeurope.eu](mailto:info@civilsocietyeurope.eu) by **8 January at 23:59**.

The application should include:

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

**Only complete applications will be considered**

### *Timeline*

- **Deadline for applications:** Thursday 8 January 2026 before 23:59
- **Interview:** 23 January 2026
- **Start date:** As soon as possible and by mid February 2026

**Only short-listed candidates will be contacted.**