



# Call for a Communications Officer

The Green European Foundation is currently seeking a full-time Communications Officer to work within its team in Brussels.

The *Green European Foundation* (GEF) is a European level political foundation funded by the European Parliament. It is linked to, but independent of, other European Green actors such as the European Green Party and the Green Group in the European Parliament. The foundation coordinates transnational and decentralised projects in collaboration with its partners. The *Green European Journal* is the editorially independent publication of the foundation. The work of the communications officer will be equally divided between the Journal and the other projects of the foundation, under the supervision of the editor in chief and the programme manager in these two areas, respectively.

The communications officer will work with all members of the team to help ensure that the various projects and publications of the foundation are promoted in an efficient, ambitious and sustainable manner, and to work towards increasing the outreach of the foundation as a whole. This will require a strategic perspective on how to allocate resources and capacity, a considered assessment of appropriate target audiences and channels of outreach tailored to each project, and creative and innovative thinking to help the foundation strengthen its profile and attain a new level of professionalism and effectiveness in its communications generally.

## Main responsibilities and tasks:

- 1. Providing strategic direction of communications output**
  - Devising and implementing a general communications strategy, with clearly set-out goals both in the short and longer-term, incorporating both online and offline dimensions
  - Ensuring consistency, coherence and appropriateness of GEF's communications across its various platforms and channels, in line with its mission, as well as with its style guide
- 2. Promotion and increasing outreach of projects and the Green European Journal**
  - Devising and implementing communications plans for various projects of the foundation, in line with the financial and personnel capacity available
  - Identifying appropriate target audiences for the promotion of projects and events, and adopting a strategic approach towards maximising outreach
  - Developing and expanding the relevant contacts databases
- 3. Public relations and promotion of GEF's signature events**
  - Assisting with the promotional aspects of GEF events on the ground, as needed
- 4. Coordination and implementation of daily functioning of communications work**
  - Managing the daily communications of the foundation in terms of social media, website management, newsletter etc.
  - Monitoring progress in communications through regular reporting based on analysis of digital data



- Organising regular communications meetings with relevant team members to ensure effective coordination and planning throughout the team and across GEF's projects
- Liaising with relevant service providers (web developers, designers, etc.) as needed

#### **Required criteria:**

- 3-4 years' work experience in communications and external relations
- Sound knowledge and experience of a variety of social media tools (Twitter, Facebook, Instagram)
- Ability to write and communicate effectively in different contexts, adapted to medium, aims and target audience
- Experience with events organisation and public relations
- Sufficient organisational skills to be able to work on multiple projects in parallel, to manage competing priorities, and to cope with stress
- Flexible and able to function in an international and changing environment
- Proactive approach to tasks and ability to work autonomously and take initiative
- Good judgement concerning issues of a sensitive or political nature
- Very proficient in English (native-speaker or equivalent) with additional languages being a significant asset (The working language of GEF is English but the European dimension of its work means that there is an important multilingual dimension to its content and communications)

#### **Desired experience:**

- Proficiency with Wordpress websites and web tools such as google analytics
- Experience with the use of multimedia tools (graphic design, photo and video editing)
- Experience with dispensing training and capacity-building on communications tools and processes
- Familiarity with the EU institutions and procedures
- Proven interest for current Green issues and debates

#### **The Green European Foundation offers:**

- A full-time (38h) contract under Belgian law with a limited duration (12 months)
- A salary equivalent to approximately 2,600 euros (monthly, gross), depending on the skills and qualifications of selected candidate
- An open, positive and engaging working atmosphere in an international environment
- Additional benefits such as meal vouchers and public transport allowance

Ideal start date: June 2017

Office Location: Brussels, Belgium

Interested candidates are requested to submit their application by attachment to an e-mail to [applications@gef.eu](mailto:applications@gef.eu) until **Sunday May 28th**, midnight CET, for the attention of Aurélie Maréchal, Director of GEF.



The application must include a current CV and a cover letter outlining the motivation for this position at GEF, both comprised in a **single pdf document** which includes first and last name of the candidate in the document name. The interviews for the position will take place in Brussels or via skype during the week of the **5<sup>th</sup> of June**. In case of questions, please do not hesitate to send an e-mail to [applications@gef.eu](mailto:applications@gef.eu)

**Green European Foundation association sans but lucratif**  
siège social | 3, rue du Fossé | L-1536 Luxembourg

RCS Luxembourg: F 8270 Matricule: 2010 61 00528

Brussels office | 15, rue d'Arlon | 1050 Brussels | **T** +32 2 234 65 70 | **E** info@gef.eu | **W** www.gef.eu