

Call for Junior Communication Officer

ROLE DESCRIPTION

The Junior Communication Officer implements JESC communication activities by creating written and audiovisual content for external communication (e.g., newsletters, websites, social media) and flagship programmes. S/he monitors media coverage and deals with day-to-day communications-related requests. S/he is expected to provide creative solutions for enhancing JESC visibility and profile, and to contribute to the ongoing projects of reaching out to, and communicating with, current and new stakeholders. S/he works in close collaboration with the JESC teams of Ecology, European Affairs, Justice and Leadership, with a focus on improving communication between major European Jesuit works.

WE ARE LOOKING FOR

- Ability to communicate on multiple platforms the values of the organisation to target audiences;
- Ability to create engaging graphic design and audiovisual materials in an autonomous way;
- Proven track record in social media management, content production and in communication campaigns.

DEPARTMENT: Communication

REPORTING TO: JESC Director

DATE: June 2022

LOCATION: Brussels, 1030 Schaerbeek

CONTRACT: CDD. Based on high performance, the contract can be turned into a CDI.

REIMBURSEMENT: € 1700-1900 (gross), based on the candidate's experience. Training and advancement opportunities are available inside the organisation. Further benefits to be discussed during the final interview. Only candidates with a right to work in EEA countries will be considered. Only candidates selected for exams and interviews will be contacted. Ukrainians refugees are welcome to apply.

ABOUT JESC: The JESUIT EUROPEAN SOCIAL CENTRE is a faith-based organisation that focuses its work on four main priorities: European Affairs, Ecology, Social Justice and Leadership. More at www.jesc.eu.

TASKS AND RESPONSIBILITIES

1. Content and visual identity

- Draft social media content for the JESC and ELP social media accounts (Facebook, LinkedIn, Twitter, Instagram) and manage social media platforms to increase engagement
- Draft, coordinate and manage three monthly newsletters (Eco-Bites, Leadership Post, Just Talk)
- Draft and edit communications materials for external promotion (e.g. website content, annual report, social media posts, flyers, testimonial videos)

- Update regularly the JESC website and ensure its professional-looking design and overall quality, using WordPress, in coordination with the JESC IT staff
- Developing visual content (graphics, visuals, videos) to promote JESC events and other activities on social media platforms, website and newsletters
- Film videos and edit footage in post-production for internal and external promotion
- Photo shooting events and other activities organised by JESC

2. Flagship Programmes and JESC events

European Leadership Programme (ELP):

- Contribute to and implement the recruitment strategy and Email Marketing
- Identify communications ideas, provide inputs to the Leadership team on new communications concepts, proposals and work plans
- Design communication and audiovisual materials (videos, leaflets, booklet, cards) for external promotion (social media, website, and newsletter)
- ELP monthly newsletter (Leadership Post) and ELP website updating
- ELP Press Kit and communications with partners and ELP alumni
- FR campaigns support

JESC and other events (Passion for Europe, Faith & Politics, JAB, among others)

- Developing a dedicated strategy and an Email Marketing Campaign
- Support the external promotion of the event by developing graphic design materials
- Promote the events (email invitations, newsletters and social media content)
- Update and keep the related websites up to date

3. Other

- Contribute to the JESC Strategy Framework and Communications Strategy
- Identify communications ideas, provide inputs to the Direction and work teams on concepts, proposals and work plans
- Occasional travel to conferences and events representing JESC

REQUIREMENTS AND/OR ESSENTIAL QUALIFICATIONS

- Education: Master's in Communications, Marketing, Media studies or similar
- 2+ years of experience in a similar role
- Languages: English C1 (Written and spoken). Additional languages desirable
- Competencies: Excellent communication skills; Attention to detail; Active listener, Solutions oriented; Interpersonal skills; High level of motivation; Organisational and time management skills; Ability to work independently and to meet deadlines; Desirable knowledge in Ecology/Laudato Si', Social Justice, Policy Advocacy, EU policies.
- Proficient in MS Office and Content Management Systems (WordPress)
- Experience with editing software packages (e.g. Premiere, Final Cut)
- Familiarity with design editing software (e.g. Canva, Photoshop or similar)

APPLICATION

Please send an email with the subject *Junior Communication Officer* to apply@jesc.eu before **20/05/2022**, attaching:

1. *Motivation Letter*, explaining your portfolio and competency for this position (about 500 words) and 2 a *Curriculum Vitae*.

Candidates review begins on May 5th

