

## Call for Junior Communication Officer

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### 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 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; and to build and maintain databases for such campaigns.

S/he monitors media coverage and deals with day-to-day communications-related requests.

S/he works in close collaboration with the JESC teams of Leadership, Ecology, European Affairs and Social Justice, with a focus on improving communication between major European Jesuit works.

### WE ARE LOOKING FOR

- Ability to communicate on multiple platforms the values and work of the organization to target audiences; and to propose creative ideas how to conduct these campaigns;
- Ability to create engaging graphic design and audiovisual materials in an autonomous way;
- Ability to cover important events and gather audiovisual and content materials, in a flexible manner.

**DEPARTMENT:** Communication

**REPORTING TO:** JESC Director

**DATE:** September 2024 (possibility, if available, to start before)

**LOCATION:** Brussels, 1050 Ixelles

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

**REIMBURSEMENT:** € 2000-2500 (gross), based on the candidate's experience. Training and advancement opportunities are available inside the organization.

Further benefits to be discussed during the final interview. Only candidates with a right to work in EEA countries will be considered.

**ABOUT JESC:** The JESUIT EUROPEAN SOCIAL CENTRE is a faith-based organization that focuses its work on four main priorities: European Affairs, Ecology, Leadership and Social Justice. More at [www.jesc.eu](http://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, TikTok) 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
- Other JESC programmes and events (Passion for Europe, Future Generations Initiative, Faith & Politics, among others)
  - Developing a dedicated strategy and an Email Marketing Campaign
  - Support the external promotion of events 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 Manage, enlarge and maintain databases related to comms campaigns
- 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
- Availability to occasionally work outside the regular working hours

## REQUIREMENTS AND/OR ESSENTIAL QUALIFICATIONS

- **Education:** Master in Communications, Marketing, Media studies or similar
- 2+ years of experience in a similar role
- **Languages:** Fluency in English is mandatory. Fluency in French is an added asset. Additional languages are welcome.
- **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;
- 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)
- Basic knowledge in Catholic Social Teaching (specially in Ecology/Laudato Si' and Social Justice), Policy Advocacy, EU policies, and/or Climate- and Biodiversity-related environmental issues will be an added asset.

## APPLICATION

Please send an email with the subject *Junior Communication Officer* to [apply@jesc.eu](mailto:apply@jesc.eu) before **13/05/2024**, attaching:

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

**Candidates review begins on May 6th**