

COMMUNICATIONS OFFICER

Job description

Overview

NEPC Communications Officer creates and implements communications strategies to support the mission, the vision and the goals of the organisation. Communications officer is responsible to Executive Director.

Responsibilities

- Develop, support and promote organisational goals, including message development, social media and website content creation and, sometimes, media outreach. Regularly update the website, the social media accounts and issue periodical newsletter
- Develop and disseminate organisational outputs that increase organisation visibility among network members, relevant stakeholders and policy makers
- Identify target audiences and create strategies to effectively engage them, with particular regard to the European funded projects
- Ensure that digital content aligns with NEPC identity
- Assist with advocacy campaigns as needed
- Conceive and implement the dissemination plans for multi countries projects
- Contribute to fundraising activities and in particular design dissemination and visibility of project proposals

Profile

- Excellent written and verbal communication skills in English
- Degree in Communications, Journalism, Social Sciences or related field
- Knowledge of digital communication tools and tactics
- Ability to extract relevant and engaging traits from different types of documents and reports
- Ability to translate a technical and abstract language into a more direct and poignant register

We offer

- Starting salary in a range of 1000 - 1200 Euro gross + transport and meals
- Possibility for professional development
- Friendly and supportive working environment
- Flexible working hours / possibility of part time work with adjusted salary

To apply

- Send your CV and motivation letter to nepc@edupolicy.net by 15th of September 2023