

## Communication Coordinator

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European Schoolnet is searching for a dynamic and enthusiastic Communications Coordinator, interested in education and technology to join the Communications Team. The position will involve supporting European Schoolnet in providing communication services and outputs for a variety of European projects focusing on innovation in education. This position offers a great opportunity to work in an international environment liaising with colleagues and partners from all over Europe.

### MAIN TASKS:

The successful candidate will oversee the planning, implementation, adjustment, monitoring and reporting of the communication plan of European Schoolnet and its activities.

1. To draft and deliver the communications plan developed for European Schoolnet.
2. To ensure that our projects, work, trainings, and our role in education are promoted effectively through communications outputs, media relations, social media, events and the website.
3. Draft and deploy deliverables, reports and presentations related to the European Schoolnet activities.
4. To develop and deliver a web and social media strategy and make content planning and placing easier and more effective.
5. To update the social media channels (Facebook, Twitter etc.) of European Schoolnet with input from various teams by devising messages and campaigns.
6. To work closely with project teams to create/copy high quality content for communications materials, the website, and social media, targeted at key audiences.
7. To moderate editorial meetings to report on communications and gather related information from colleagues.
8. To check all external communications outputs are in line with the narrative and visual identity of the organisation.
9. To deliver and develop press relations, by developing media contact lists, responding to media enquiries, and drafting and distributing press releases, briefings and statements, coordinating articles and building contact and relationships with the media.

10. To organise internal communication activities (such as events, webinars etc.)
11. To develop and implement regular ways of evaluating the success of European Schoolnet's communications.
12. To ensure that communications are built on firm foundations by checking that all relevant legal and best practice procedures are in place.
13. To report back in the progress of communications as required to the Communications Manager.

#### **PROFILE AND SKILLS:**

We are looking for a communication professional with sound experience in large European projects involving several countries.

The candidate must:

- Have strong strategic, coordination and organisational skills, with a proactive attitude.
- Have an expertise in multi-channel communication (web, newsletters, social media, publications).
- Exceptional writing and interpersonal communication skills.
- An analytical mind and ability to think critically.
- Excel in problem-solving skills and be able to juggle priorities and assignments.
- Have great attention for details.
- Be team player with strong interpersonal skills to succeed in an international environment.
- Be committed to a good work ethic, able to work well in teams and independently, sometimes to short deadlines.

#### **QUALIFICATIONS:**

The right candidate must have:

- Master's degree in communications or other relevant degrees.
- A minimum of 3 years' experience in a similar position, preferably in European projects related to education.

- A mother tongue or equivalent skills in English and at least another European language.

#### ABOUT EUROPEAN SCHOOLNET:

[European Schoolnet](#) is the network of 32 European Ministries of Education, based in Brussels. As a not-for-profit organisation, we aim to bring innovation in teaching and learning to our key stakeholders: Ministries of Education, schools, teachers, researchers, and industry partners. Since its founding in 1997, European Schoolnet has used its links with education ministries to help schools make effective use of educational technologies, equipping both teachers and pupils with the skills to achieve in the knowledge society. In particular, we pledge to:

- Support schools in achieving effective use of ICT in teaching and learning
- Improve and raise the quality of education in Europe
- Promote the European dimension in education

#### USEFUL INFORMATION:

**Duration:** 12 months, renewable.

**Deadline for applications:** 5 April 2021 at 17:00 CET.

**Location:** European Schoolnet, Rue de Treves, 61, Brussels, Belgium.

**Benefits:** competitive salary in line with experience and qualifications, meal vouchers, travel expenses support, corporate DKV hospitalisation insurance.

**Interviews** will take place as soon as possible via videoconference.

Due to the volume of applications, only pre-selected candidates will be notified.

#### HOW TO APPLY:

Please send your **CV** and **motivation letter** in English to [jobs@eun.org](mailto:jobs@eun.org) including **Communication Coordinator** in the subject line. The motivation letter should show how your background and interests fit the tasks planned for this position.