Communication Officer

European Schoolnet is searching for a versatile and creative communications officer to join our dynamic communications team. The position will involve supporting the organisation in providing communication services and outputs for a variety of European projects in the field of 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 support and implement our internal and external communications strategy and monitor results, reporting to the Communications manager.

- Write, edit, and customise high quality content to different audiences, including online channels, publications, press releases, annual reports, and other marketing material that communicates the organisation's activities, projects and services.

- Proofreading content and checking all external communications outputs are in line with the narrative and visual identity of the organisation.

- Updating and maintaining European Schoolnet’s social media profiles, corporate website and other project-related websites.

- Updating and maintaining the Future Classroom Lab website and social media profiles.

- Assisting in the production of monthly newsletters

- Involvement in the selection and coordination of external suppliers’ services (e.g.: printing, video production)

- Assisting in the coordination and dissemination of European publications and events.

- Maintaining European Schoolnet’s spokespeople and media contact database.

- Assisting the Communications Manager on the implementation of relevant financial and legal procedures in place.

- Monitoring of data, to report back in the progress of communications.
PROFILE AND SKILLS:

We are looking for a communication professional with the following profile:

- A proactive team player, with the ability to work indistinctly on a variety of projects and tasks.
- Skilled writer, with an eye for detail and exceptional interpersonal communication skills.
- Creative mind, with initiative and ability to identify ways to improve communication efforts, using compelling storytelling and on-line marketing skills.
- Have an expertise in multi-channel communication (web, blogs, newsletters, social media, publications).
- Experience in designing and managing website and social media content.
- Experience in developing a digital profile, including SEO/SEM optimisation; and with using and analysing data from web tracking tools, such as Google Analytics.
- Experience with software packages, including WordPress, Adobe Creative Cloud and Microsoft Office. Hands on experience with publishing tools.
- Experience using email marketing software (e.g.: MailChimp).
- Thriving in an international environment and able to work well in teams and independently.

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 organisations and / or projects.
- A mother tongue or equivalent skills in English and experience in proofreading.
- Proficiency with MS Office Suite especially Outlook, Word, Excel and PowerPoint.
USEFUL INFORMATION
• Duration: 12 months, renewable.
• Deadline for applications: 31 March 2022 at 17:00 pm CET.
• Starting date: As soon as possible.
• Location: European Schoolnet, Rue de Trèves, 61, Brussels, Belgium.
• Benefits: salary in line with experience and qualifications, meal vouchers, travel expenses support, corporate DKV hospitalisation insurance.
• Applicants must be EU citizens or possess a valid work permit for Belgium.
• 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, as one single file to jobs@eun.org. The motivation letter should show how your background and interests fit the tasks planned for this position.

• Make sure to include the Vacancy Reference in the subject of the email (Ref: CommsOfficer-22)
• The file should be named: LASTNAME FirstName – Vacancy Reference.

ABOUT EUROPEAN SCHOOLNET:
European Schoolnet is the network of 33 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. 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

The Future Classroom Lab, created by European Schoolnet, is an inspirational learning environment challenging visitor to rethink the role of pedagogy, technology, and design in their classrooms. Through six learning zones, visitors can explore the essential elements in delivering 21st century learning.