

Communications Officer

Department: DIGITAL CITIZENSHIP

European Schoolnet (EUN Partnership) is looking for a dynamic **Communications Officer** (Ref. DigCi-ComsOfficer-2023) to join its **Digital Citizenship Department**.

The Communications Officer will collaborate with the relevant Project Manager(s) and colleagues. S/He will implement online communications activities planned within Digital Citizenship projects, starting on the [Better Internet for Kids](#) project managed on behalf of the European Commission.

The Communications Officer will carry out a wide range of tasks to support the promotion of project tools, events and campaigning activities. The duties will involve working with various media such as social media platforms, websites and newsletters. The ideal candidate will be highly motivated, with a hands-on approach, and be interested in working in a fast-paced international environment.

Main tasks

- Design, implement and report on communication activities (e.g., online events, social media, campaigns, websites).
- Develop communication plans and define content strategies.
- Create and maintain online content, services and media assets (audio and video) for various websites, in collaboration with design and technical teams.
- Support the delivery of campaigns (e.g. [Safer Internet Day](#)) and assess the impact of dissemination activities.
- Maintain and develop the social media presence across a range of accounts and profiles, including creating compelling content and visuals.
- Collate and create content for project newsletters.
- Review the quality of project communications and platform content (e.g. proofreading, regular updates, style and usability guideline, accessibility compliance).
- Support the continuous improvement of SEO and web accessibility approaches and help report on analytics and trends across all platforms and projects to ensure optimal visibility and usability.
- Manage online community tools, and engage or support community users (e.g. manage forums, helpdesk and user permissions).
- Support the organisation of meetings and events, may they be held face to face, online or in hybrid format.

- Participate in the production of project deliverables and reporting.
- Attend project meetings with partners and other stakeholders.

Profile and skills

- A Bachelor or master's degree in a relevant field (e.g., digital media or communication studies, social sciences, journalism) with at least 3 years of full-time work experience in a similar function.
- Excellent written and spoken English; additional languages would be an asset.
- Good drafting and research skills.
- Sound knowledge of HTML and CSS.
- Previous experience with website content management systems (ideally Drupal and Liferay).
- Good image and video editing abilities and familiarity with related tools (e.g., Adobe Photoshop, GIMP).
- Knowledge of SEO (Search Engine Optimization) and accessibility approaches for online platforms (e.g., the Web Content Accessibility Guidelines - WCAG).
- Prior work experience involving corporate social media account management.
- Understanding of online platforms and services and their technical features (for editors and users).
- Good knowledge and/or strong interest in digital citizenship topics, in particular related to online safety, digital skills and emerging technologies.
- Strong organisational skills, flexibility and the ability to learn fast, as well as the ability to meet strict deadlines.
- Strong diplomatic skills to liaise with a network composed of public entities, EU institutions and industry partners.
- A team player with strong interpersonal and cross-cultural communication skills to succeed in an international environment.

Useful information

- **Duration of contract:** Full-time position. One year contract (with possibility of renewal) starting as soon as possible.
- **Deadline for applications:** 14 April 2023 at 23:59 CET (Brussels time), however interviews will be organised as soon as possible **on a rolling basis** either in Brussels or at distance.
- **Benefits:** Salary in line with experience and qualifications, meal vouchers, travel expenses support, corporate DKV hospitalisation insurance.
- **Location:** European Schoolnet, Rue de Treves, 61, Brussels, Belgium.

- Applicants must be EU citizens or possess a valid work permit for Belgium.
- 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 with murielle.piette@eun.org in copy. The motivation letter should show how your background and interests fit the tasks planned for this position.

- Any additional information you wish to send should please be incorporated into the single file rather than in the main body of your email. Thank you!
- The file should please be named: **LASTNAME FirstName – DigCi-ComsOfficer-2023**.
- Make sure to include the *Vacancy Reference* in the subject of the email (Ref: DigCi-ComsOfficer-2023).

About European Schoolnet

[European Schoolnet](#) is a network of over 30 European Ministries of Education, based in Brussels. As a non-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 succeed 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.

About the Digital Citizenship Department

Digital skills and literacies enable children and young people to become active, critical and creative digital citizens. With a team of around 15 staff members, the Digital Citizenship Department's key areas of focus include online safety and responsibility, media and digital literacy, digital skills for jobs and life, as well as coding and computational thinking.



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