



VACANCY NOTICE

PROJECT OFFICER, COMMUNICATIONS & EVENTS THE COUNCIL OF EUROPEAN MUNICIPALITIES AND REGIONS (CEMR)

ABOUT CEMR

[CEMR](#) is the largest and oldest organisation of local and regional governments working on building a more inclusive, just, and resilient Europe by unlocking the power of local democracy. We endeavour to become the main network of territorial leaders with a vision to ensure local and regional governments are best equipped to drive the transitions of their communities towards Europe 2050 and address global challenges.

This requires strengthening city-to-city cooperation and rethinking the way local and regional governments engage in international partnerships.

If you share our ambition and would like to be part of our journey, this job opportunity may be for you!

WHY WORK FOR CEMR?

- CEMR aims to foster a closer relationship between local and regional governments (LRGs) and the European Union (EU) and other international institutions, working as a reliable partner to co-shape European legislation and localize the Sustainable Development Goals (SDGs).
- We strive to reinforce LRGs because we firmly believe that supporting local leadership and investing in local self-government is crucial to produce the changes we wish to see in our environment and societies.
- We work to strengthen city-to-city and region-to-region cooperation to increase knowledge-sharing opportunities and capacity-building.
- Our Brussels-based office is a vibrant and diverse hub, where enthusiasm and passion drive our collaborative efforts. Embracing diversity, we foster an inclusive environment that reflects the richness of ideas and perspectives.

ABOUT THE ROLE:

The Communications and Events Officer plays a crucial role in managing internal and external communication for the CEMR Projects and Programmes. The responsibilities of the Communications & Events Officer include developing website content, crafting social media messages, as well as managing and coordinating events linked to the [Bridges of Trust](#) project (60%). The Communications & Events Officer will also be working very closely with the CEMR Communications Team and is expected to contribute to the overall CEMR communications work programme (40%) through project communications actions. Together they ensure harmonization of overall communications and consistent messaging thus enhancing organisational public image.

The Communications & Events Officer reports to the Projects & Programmes Director.

TASKS AND RESPONSIBILITIES:

- Develop project related/CEMR content for the website and social media.
- Draft and design *partnership* promotional materials, case studies, and news stories.
- In coordination with the Communications team, ensure consistency in terms of design, narrative, branding, messaging, and frequency of posting throughout various social media channels.

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- Establish and maintain effective relationships with relevant journalists and manage the media database.
- Design and draft regular newsletter content in EN.
- Keep track records of communication activities and media coverage;
- Collect relevant data for monitoring, evaluation and reporting purposes.
- Organise and manage events including drafting event agenda, identifying speakers, and covering the communications and PR event aspects.
- Make full use of CEMR, PLATFROMA, project partners, donor communication channels and other relevant stakeholders for dissemination purposes;
- Other activities might be required depending on the needs.

REQUIREMENTS:

- A university level, Master's degree in Communications, Journalism, International Relations, European Studies or related field.
- Minimum of 1-2 years of previous relevant experience in a similar role.
- Proven track record in drafting and editing press releases, articles, and web stories.
- Knowledge of at least one publishing software (such as InDesign/Photoshop, CANVA etc).
- Proficient in Microsoft Office, Content Management Systems, and social media platforms.
- Effective communicator with excellent written and verbal skills in English and a very good level of French. Knowledge of other languages including Ukrainian is a great asset.
- Excellent media literacy, familiarity with various media channels and with good understanding of how to leverage them effectively.
- Ability to build and maintain positive relationships with internal and external stakeholders.
- Creative, adaptable with strong organisational skills.
- Readiness to occasionally travel.

We are in search of talents that exemplify a fusion of attitudes, skills, and behaviours anchored in our key core capabilities. This involves the ability to **lead**, steering endeavours by going the extra mile, **influence** by building relationships with stakeholders amidst diverse perspectives, **impact** through outcome orientation, and **inspire** by evoking positive responses, by fostering constructive reactions.

OUR OFFER

A one-year, full-time contract, with a possibility to extend further, based on performance evaluation and funding available.

A competitive salary package including the 13th month of salary, legal and extra-legal holidays, a teleworking policy and teleworking allowance, holiday allowance (as per Belgian legal framework), lunch vouchers, echo vouchers, medical insurance, and coverage of public transport.

APPLICATION PROCESS

Interested candidates are invited to send their application, including a CV, a portfolio of their work/projects/articles/visuals (if available) and a cover letter before the **24th of March 2024 at midnight**, at application@ccre-cemr.org, with “**Application – Project Officer, Communications & Events**” in the subject.

Every application receives our dedicated attention as we believe in giving each candidate the consideration they deserve in our pursuit of talents. We are an equal opportunities employer and an inclusive workplace where every individual is valued and can thrive!

Due to the large amount of applications we usually receive, unfortunately only shortlisted candidates will be contacted.