



Local & Regional  
Europe

# Application pack

## for the position of Copywriter Editor

Permanent contract at the CEMR secretariat general in Brussels

August 2019

*Do you feel confident turning complex ideas into clear, fluid and faultless English and French? Do you want to work for the most senior organisation representing local and regional governments in Europe? Do you want to be part of a European collaborative team where your competences will be highly valued?*

*... then becoming a Copywriter Editor at CEMR might be your best choice!*

The Council of European Municipalities and Regions (CEMR) is the broadest organisation of local and regional governments in Europe. Its members are 60 national associations of municipalities, towns and regions from 41 European countries. Together these associations represent 100,000 local and regional governments.

CEMR's objectives are twofold: to influence European legislation on behalf of local and regional authorities and to provide a platform for exchange between its member associations and their elected officials and experts.

CEMR is the European section of United Cities and Local Governments (UCLG), the worldwide organisation of local government.

### Your mission

You will be mainly responsible for the delivery of editorial contents for CEMR online and offline tools. You will work in a team of 3 people under the direct responsibility of the Communication Adviser.

### Editorial creation

- Research and write topical **news stories**, in collaboration with relevant CEMR staff, for CEMR's bilingual website;
- Draft and/or proofread **press releases** in English and French;
- Draft, edit and proofread content for CEMR's **publications** (online and off-line);
- Coordinate, draft, edit, layout and send out CEMR's "members only" monthly **newsletter**;

### Communication work

- Ensure **active collaboration** with CEMR's 60 member associations (in 41 countries) for better coverage of CEMR activities and results;
- Contribute to the production of CEMR **publications**, including finding graphic elements and liaising with graphic and printing agencies;
- Help with the communication aspects of **events** organisation and coordinate all event press-related activities (press releases, press conferences, coverage, etc.);
- Manage and update CEMR's **website**.

### Your profile

- You have an academic background in journalism and/or communication;
- You have one to three years' experience in press and/or communication;
- You are interested in the European project, its development and functioning;
- You have an understanding of the role and functioning of local and regional governments, in a European context;
- You have the ability to write clear and comprehensive texts in English for a multicultural, multilingual readership, from short news to in-depth articles;
- You have mother tongue level in English and are fluent in French;
- You are familiar with social media and innovative forms of communication.

## **We offer**

- An open, international and flexible work environment;
- A valuable experience with local and regional governments;
- A long term contract;
- A modern and well-situated office in the European quarter nearby Luxembourg Brussels station.

## **Wishing to join us?**

We are looking forward to meeting you! Send your CV (in French) and application letter (in English) telling us about your motivations and interests to [application@ccre-cemr.org](mailto:application@ccre-cemr.org) before 23h59 – 8 September 2019. Please put **Copywriter Editor** in the title of the email. The interviews will take place in Brussels mid-September.

## **More about us:**

[www.cemr.eu](http://www.cemr.eu) | [www.twitter.com/ccrecemr](https://www.twitter.com/ccrecemr)