



Support Project and Communication Officer

- You are abreast of what is happening in Ukraine.
- You know about international municipal partnerships between Ukraine and EU municipalities.
- You want to work for a well-established and recognised organisation that represents European local and regional governments that share values of human rights, democracy, and rule of law.
- You want to give meaning to your work and be part of a multi-cultural, dynamic, and collaborative team where your skills and commitment will be highly valued.

Then becoming **Support Project and Communication Officer** at CEMR is an opportunity not to miss!

The Support Project and Communication Officer works with the Project Officer - International Partnerships (U-LEAD), in the implementation of the activities, taking care of the logistics and communication. The Support Project and Communication Officer works under the supervision of the Director - External Resources and Knowledge Strategy.

Your mission

Events and meetings

- Support organisation of project meetings and events such as: agenda preparation, invitation of participants and speakers, and follow up;
- Support organisation of capacity building workshops, study visits to EU countries, and other events of the project;
- Preparation of summaries, minutes, and news items about the events and meetings;
- Help the Project Officer to coordinate with project partners and/or beneficiaries.

Communication and dissemination

- Organise communication activities such as events, news, etc. in collaboration with the CEMR colleagues;
- Identify, draft, and disseminate good practices on the CEMR and U-LEAD with Europe's website, as well as other relevant media;
- Draft and disseminate the newsletter of the project;
- Prepare contents about project's activities for the social media;
- Support project partners in their communication activities about the project;

Reporting:

- Report on communication and dissemination activities;
- Support with preparation and submission of project reports.

Your profile

- You have at least 1 year's experience in events and meetings organisation;
- You have experience in development cooperation and understand the role and functioning of local and regional governments in this area;
- You can demonstrate proven skills in drafting and editing press releases, articles, and web stories, turning complex or technical raw material into attractive products;
- You have excellent writing and communications skills in English and Ukrainian – at mother tongue level. French is an asset;
- On the human side, you are a positive, accountable, enthusiastic, and tenacious person; You enjoy teamwork with partners and colleagues, and you have strong interpersonal skills; you are not afraid of working under pressure and with deadlines. Team spirit and sense of humour are definite prerequisites.

We offer

- A contract until 30 September 2023.
- A valuable experience with local governments and EU institutions.
- An open, international, and flexible work environment.
- 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 and application letter in English telling us about your motivations and interests to application@ccre-cemr.org before 23h59 – 28 October 2022. Please put **U-Lead** in the title of the email. Job entry will take place as soon as possible. Please note that only short-listed candidates will be contacted. More about us: www.cemr.eu & www.platforma-dev.eu

CEMR is an equal opportunity employer. We promote diversity.