



**Local & Regional
Europe**

InCluCities Project (part-time - 80%)

**Application pack for the position of
Communication Officer**

| December 2019

- *Do you know many facets of the Communication work?*
- *Do you feel confident turning complex ideas into a clear, fluid and faultless language?*
- *Do you have experience in communication for projects and policy in the field of integration/migratory policies?*
- *Do you want to be part of a European collaborative team where your competences will be highly valued?*

... then becoming a **Communication Officer – InCluCities** may be your best choice: come work with us at the Council of European Municipalities and Regions (CEMR)!

The InCluCities Project is a 3-year project funded under the Asylum Migration and Integration Fund (AMIF) of the EU aiming at “Improving the integration of third-country nationals through city-to-city cooperation in small and middle-sized cities”. CEMR is the lead partner of this project.

Your mission

You will be mainly responsible for the coordination of the communication activities of the Project led by the Secretariat, the eight partners and the cities involved in the project; you will also be responsible for the communication linked to the policy initiatives in the field of migration and integration at CEMR.

- Coordinate the communication activities of the project with project partners and cities: communication on the different activities of the project (press, twitter, publicity, etc.), deliverables and results;
- Elaborate a communication strategy for the project; ensure the visual identity of all project outputs (documents, videos, infographics and other materials); be responsible for the publications, articles, minutes, infographics, press releases of study visits, toolkits, etc.;
- Contact journalists and media to disseminate activities and results, while drafting and collecting good practices (for the website) on each of the topics;
- Update and maintain a twitter account for the InCluCities project to communicate on good practices, project activities and results;
- Coordinate the creation and update the website dedicated to the project;
- Coordinate the external translation of materials and deliverables of the project.

Your profile

- You have at least 3 years of experience in communication at the EU level, preferably in projects linked to migration and integration; you have a strong interest in local and regional governments’ specific contribution to inclusion and diversity;
- 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 are experienced with social networks and the creation of websites; publications and videos hold no secrets for you;
- On the human side, you are a positive, reliable and autonomous person, but also keen on working in a team;
- You enjoy being in contact with members and colleagues and you have strong interpersonal skills;
- You are fluent in English and comfortable in French; any language(s) of project partners such as Flemish, Spanish, Swedish, Italian, Greek or Latvian would be a plus;
- You are willing to travel in Europe.

We offer

- A part-time contract (80%) until January 2023;
- A valuable experience with local and regional governments, EU institutions and an engaged group of partners, city officials and migrants and refugees themselves;
- 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 and French (one document in English, the other one in French) to application@ccre-cemr.org, with “Communication Officer – InCluCities project” in the subject line telling us about your motivation and interest no later than 5 January 2020 - 23h59. Interviews will take place in Brussels in January. Please note that only short-listed candidates will be contacted.

CEMR is an equal opportunity employer.

About CEMR

The Council of European Municipalities and Regions (CEMR) is the broadest organisation of local and regional authorities in Europe. Its members are 60 national associations of municipalities and regions from 40 European countries. Together these associations represent some 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.

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

www.cemr.eu
twitter.com/ccrecemr