



## Communications Advisor

### Organisation

Eurocities, the network of major European cities, is recruiting a Communications Advisor. The candidate would ideally start by November 2024.

Eurocities is a dynamic and international team where we trust in people, value constructive exchanges and collaborative work. We help people thrive in a friendly, open and healthy environment while promoting a work/life balance.

### Responsibilities

Are you a creative person who is ready to engage in shaping the strategic communications of a fast-growing and flexible organisation? Are you someone who is ready to take the lead and do things differently? As Communications Advisor, you will have a range of responsibilities, including working closely with the Communications Director as part of the Eurocities Communications Team to identify new trends and opportunities to further advance Eurocities' brand and increase the public impact of our work. In this role, you will:

- Work with your colleagues to evolve and consolidate Eurocities' communication strategy, bringing a bounty of creative force to the ongoing process of re-imagining the 'why,' 'how' and 'what' of our organisation.
- Research and propose new modes and mediums of communication – from on-street interventions to chatbots to... well, that's up to you.
- Develop creative ideas and engaging content, including by means such as conducting interviews, preparing video scripts, designing visuals etc.
- Develop communication plans for EU funded projects, and ensure proper implementation, including by giving communications advice to project partners and Eurocities colleagues
- Draft and write copy for press/media outlets and for the Eurocities website, newsletters, publications and social media.
- Provide communications advice for Eurocities' staff and member cities on our main topics, ensuring the development and execution of effective communication plans.
- Work in line with Eurocities and/or project communications strategy to build and engage with audiences.
- Offer proofreading and communications support to the Eurocities team.
- Work with the Communications Director to ensure good delivery on timelines and deliverables.
- Contribute to other Eurocities communications activities as agreed.

### Profile

You are an experienced professional who is full of initiative, self-driven, curious, creative, flexible and results-oriented.

The skills and experience to do this job successfully include:

- at least five years' relevant experience in communications or a related creative role

- degree in the arts and humanities, e.g. literature, theatre, journalism or related fields
- good knowledge or understanding of the European institutions
- Experience working with or on projects on subjects related to Eurocities core interests
- Evidence of having represented a political or membership based organisation and/or sensitive areas
- the courage to bring fresh and challenging ideas to the table
- the ability to write engaging copy in English
- problem-solving approach
- strong organisation and planning skills
- experience working autonomously and as part of a team
- organised & accurate, able to meet deadlines

Assets:

- other languages
- Design knowledge (e.g. Adobe CC)

\*We are looking for candidates who fulfill most of these criteria, but do not hesitate to apply if you think that you could be a good fit for the position.

## We offer

- a full-time position as an employee, under Belgian legislation. The selected candidate will need to either live in Belgium or be willing to move to Belgium for the duration of the contract (candidates need to provide a Belgian address)
- An open-ended contract, starting in November 2024
- €3,600-4,000 monthly gross salary, according to profile and experience
- flexible working hours
- part-time teleworking
- training opportunities and access to online training

## Benefits

Meal vouchers, pension plan, hospitalisation insurance, public transport costs, 13th month, éco-chèques, €90 net per month of teleworking allowance. More information can be found here:

<https://eurocities.eu/jobs/>.

## How to apply

Applicants are requested to send three writing samples; a letter of motivation, describing point by point their relevant experience and linking it to the requirements for the position; and a CV with at least two referees (including your current or last employer) **by midday on Sunday 29 September 2024** to: Alex Godson, Communications Director, at [jobs.comms@eurocities.eu](mailto:jobs.comms@eurocities.eu).

Please send the documents in .pdf format and mention 'Communications Advisor' in the subject line.

**Interviews will be held in person on 10 or 11 (am) October 2024. Only shortlisted candidates will be contacted for an interview.**

Only shortlisted candidates will be contacted for an interview. CV and personal data of non-selected candidates are not shared with anyone outside Eurocities and will be deleted immediately after the recruitment process. For more information, read our privacy policy.

[eurocities.eu](https://eurocities.eu)