

JOB DESCRIPTION

COMMUNICATION OFFICER

Main role: managing and coordinating internal and external communication activities related to EfVET institutional operations and its projects

Who we are

EfVET is the European Forum of Technical and Vocational Education and Training, an association of VET Providers with the scope of transforming our direct experience in VET in new policies at European and National level.

Main Objective

The Communication Officer ensures the quality of the internal and external communication of the organization, in line with the EfVET Strategic Plan implementation. The Communication Officer is responsible for improving the overall quality and transparency of communication procedures and operations. In terms of responsibilities, the Communication Officer reports directly to the Executive Director of EfVET (overall and on external communication) and the Secretary General (internal communication). The Communication Officer will be working full time (38 hours) in the EfVET office in Brussels.

Duties And Responsibilities

- Support and contribute toward effective communication between EfVET and internal stakeholders, namely individual members and Executive Management Board and Board of EfVET;
- Support and contribute toward effective communication between EfVET and external stakeholders, namely European and National Authorities, industry and civil society representatives;
- Setting and implementing strategies of general communication, social media, press relations and update communication campaigns;
- Create, update and manage the set-up, content, maintenance, upgrading, hosting of EfVET website and social media and project-related ones(where needed);
- Writing, producing and promoting the EfVET Magazine (quarterly) and Newsletter (monthly);
- Creating visuals (Canva or other soft programme);
- Lead communication and dissemination work packages and task in EU-funding projects where EfVET is partner or coordinator;
- Draft or revise presentations, press releases, or other relevant communication material, including marketing materials, and ensure their publication/dissemination (online and offline);
- Review and implement EfVET communication plan, digital strategy, internal information and knowledge management system;

Eligibility criteria

Candidates must be in possession of:

- Academic background with at least a Bachelor degree, preferably in Communication, Marketing, Social Media
- A minimum of 3 years of experience in communication, possibly in the educational sector and in relation to international programs
- Knowledge and understanding of the European Institutions dynamics and of the area of Vocational Education and Training (highly desired)
- Ability to meet tight deadlines, shift between task and keep oversight on priorities
- Ability to work independently and as a team player in multicultural environment
- Availability to travel often (Schengen and non-Schengen)
- Excellent writing and spoken skills in English and a working knowledge of French or another European languages
- Excellent command of MS Office, Design tools and softwares (Canva, Ipiccy); CMS Systems (WordPress); Adobe package (Photoshop, InDesign, Illustrator), Social Media (Facebook, X, Instagram, LinkedIn, YouTube)
- Preferably good knowledge of most of the following tools: Programming (TweetDeck, Buffer, Hootsuite), Newsletter/Data Content Management (MailChimp); Project Management & Team Communication Softwares (Basecamp, Teamwork, AdminProject, Trello); Videoconferencing Software Programs (Teams, Zoom, GoToMeeting, Webex, Skype); File hosting (Dropbox; Google Drive)
- Experience in event organisation is considered as an asset

Terms and Conditions

- Working hours: Full time (38 hours/week), preferable in the office in Brussels (flexibility possible in accordance with the Director)
- Length of contract: Fixed term -1 year with possibility of extension
- Salary: negotiable; Meal voucher and Transportation reimbursement included
- Starting date: as soon as possible

Application process:

The candidate should submit via email (efvet-office@efvet.org), with subject: "Communication Officer - vacancy"), by April 14th 2024:

- A **Cover letter** introducing the candidate (maximum 450 words) as a .pdf or word file under the name "Lastname.Firstname_CoverLetter".
- A **1-page Resume** as a .pdf or word file under the name "Lastname.Firstname_Resume"

Only documents in English will be accepted. Shortlisted candidates will be invited for at least 2 rounds of interviews. Interviews will be conducted in person in Brussels or online, based on availability.