



## CALL FOR APPLICATIONS

### Communications & Media Officer (6 months Maternity Cover)

European Women's Lobby Secretariat Brussels

Preferred start date: February 2019 – September 2019

Deadline for applications: 5 December 2018 23:59 CET

### DO YOU WANT TO WORK FOR A FEMINIST EUROPE?

You are in the right place! [The European Women's Lobby \(EWL\)](#) is the largest umbrella organisation of women's organisations in the European Union, gathering over 2000 women's associations. The EWL has members in the EU Member States and 3 of the candidate countries as well as 19 European wide members. The EWL campaigns for a feminist Europe, which promotes women's rights and equality between women and men in the European Union.

### YOU COULD BE THE PERSON WE ARE LOOKING FOR!

We are looking for a **Communications and Media Officer**, who will cover for our colleague who will be taking maternity leave for 6 months, from March 2019 onwards. We are looking for someone to support us in realising the overarching [strategic objectives of the European Women's Lobby](#), raising the profile of work of the EWL and ensuring interactive communications with internal and external stakeholders. The person will assist EWL policy and outreach work through effective and relevant communication strategies. The ideal candidate has a natural talent for multitasking, a creative spirit and is a good planner.

As an intersectional feminist organisation, we are seeking to build an organisation that represents Europe in all of its diversity. As such, people/women of colour and from ethnic minority groups, people with disabilities, people from the LGBTIQ community and people coming from marginalised groups are especially encouraged to apply.

### HOW TO APPLY

Please read the instructions and the role description, necessary skills & attributes and conditions carefully before you apply. Then complete the [application form you can find on our website](#). When completing the application form, please address the questions point by point and in detail, to help us identify the skills, knowledge and experience you have to be able to do the job effectively. As we often receive a large number of applications, we will give priority to those who can demonstrate that they meet the criteria listed. We know you are busy, and we appreciate you taking the time to apply!

**Interested candidates are requested to submit to the European Women's Lobby via this link**

<https://www.surveymonkey.com/r/ewl-cmo>

- **Your CV in Word or PDF (name your file as follow 'Last name-CV')**
- **Filled-in application form in Word or PDF (name your file as follow 'Last name-application form')**

Please keep in mind that only applications transmitted via the correct procedure will be considered.

**Closing date for applications is 5 December 2018 23:59 CET. Interviews of shortlisted candidates will be held on 10 and 12 December 2018.** Interviews through Skype are possible for candidates who are not able to come to Brussels in person. The ideal candidate must be have the right to work in Belgium and should be able to start preferably early February to do a hand over with the current Communications & Media Officer.

## ROLE DESCRIPTION

**Role title:** Communications & Media Officer

**Role purpose:** to oversee internal and external communication and media work of the EWL. In particular work around EWL's campaign for the European elections of 2019 (May) and the European Women's Forum and governance meetings (June). The specific responsibilities of the position are grouped below.

**Reporting to:** Secretary General

**Location:** EWL Secretariat, Brussels

**Starting date:** February 2019 until September 2019 (6 months)

**Deadline for applications:** 5 December 2018 23:59 CET

### Tasks related to internal communications:

- Support the development and implementation of smooth and efficient internal communication with EWL members, including through EWL online forum; particularly via Membership and Communications Hub;
- Organise monthly editorial meetings: work closely with EWL colleagues to develop communication actions, supporting EWL advocacy and fundraising objectives; monitor communication work;
- Bring communications perspectives into EWL meetings as requested by the Secretary General.

### Tasks related to external communications:

- Maintain, produce, and process website content (with input of EWL staff and members);
- Ensure, promote and facilitate posting on social media of relevant and timely information; Facebook, Twitter, Youtube, LinkedIn and Flickr (with input of EWL staff and members);
- Coordinate translation, lay-out, proofreading and printing of EWL publications, reports and other documents and ensure appropriate distribution;
- Liaise with graphic designers and printers and other external suppliers;
- Draft and prepare information and publicity materials (invitations, posters, logos, flyers, gadgets, videos, banners, postcards) for various target audiences;
- Develop and prepare a monthly newsletter;
- In charge of photography and videos at events;
- Liaise with media: filter and answer queries, under the supervision of EWL Secretary General;
- Continue to develop relationships with media representatives, journalists to ensure media coverage;
- Draft and send press releases, media advisories in coordination with EWL staff;
- Respond to external enquiries, visits or requests for information (other stakeholders, public, media and students) in close collaboration with EWL staff.

## SKILLS & ATTRIBUTES

- Commitment to intersectional feminism and women's rights, and alignment with the [European Women's Lobby Strategic Framework, vision, mission and values](#);
- Solid IT skills including use of online communication and social media tools, SPIP website content management system;
- Adobe InDesign, Photoshop and video editing skills are an asset.
- Excellent organisational, time management and project management skills;
- Strong communication and interpersonal skills with diplomatic attitude in all circumstances;
- Proficiency in spoken and written English;
- Previous experience in an NGO or social movement/network, civil society and/or membership organisation or equivalent experience;
- University degree in communications, media studies, journalism or equivalent professional experience.

- Knowledge of French and other languages is an asset;
- Solutions oriented, resourceful and pro-active;
- Optimistic, easy-going, warm, creative and out-of-the-box thinker.

## WHAT WE OFFER

- The opportunity to work in the leading European women's rights organisation, protecting and promoting the rights of millions of women in 31 countries;
- A relaxed office environment, with a great deal of personal autonomy, flexibility, and room for creativity and innovation;
- A friendly and lively international environment in a small team of 15 dedicated feminists;
- Feminist working culture with strong HR management framework committed to staff development and personal evolution;
- A short-term 6 month contract under Belgian law, full time, 37,5 hours/week
- A gross salary of 2.700 EUR/month plus benefits: lunch vouchers and reimbursement of local transportation. This salary is not negotiable.