



## CALL FOR APPLICATIONS

### Communications & Media Coordinator

European Women's Lobby Secretariat Brussels

Preferred start date: October 2020

Deadline for applications: 6 September 2020 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 32 European 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 & Media Coordinator, to develop and ensure that our feminist values are reflected in all of EWL's communications and media work. She is a strategic thinker and an articulate communicator who will work towards the realisation of [EWL's strategic objectives](#) specifically to:**

- ensure that EWL's positions and vision of a feminist Europe are heard by EU decision-makers, partners and influencers;
- deliver succinct communications with internal and external audiences;
- initiate and lead the development of accessible messaging on women's rights and feminism across Europe; and
- raise the profile of EWL, with all its members, in print, broadcast and online media.

As an inclusive feminist organisation, we are seeking to build an organisation that represents Europe in all of its diversity. We believe candidates with diverse experiences and backgrounds bring real added value to our existing [feminist culture](#). As such, we strongly encourage applicants from underrepresented and marginalised groups, sexualities or nationalities to apply: for example candidates from ethnic minority groups, people with disabilities, people with caring responsibilities etc.

#### HOW TO APPLY

Please read the instructions and the role description, necessary skills & attributes and conditions carefully before you apply. When drafting your cover letter of maximum 2 pages, please indicate very clearly in the subject line which position you are applying for. Your letter should address point by point the elements of the job description, 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 skills and experience required. 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 [jobs@womenlobby.org](mailto:jobs@womenlobby.org) the following documents:

- **Your CV in Word or PDF (name your file as follow 'Last name-CV')**
- **A cover letter of maximum 2 pages in Word or PDF (name your file as follow 'Last name-cover letter')**

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

**Closing date for applications is 6 September 2020 23:59 CET. Interviews of shortlisted candidates will be held week of 21 September 2020.** Interviews will be held via videoconference. The ideal candidate should be able to start preferably during October 2020.

## ROLE DESCRIPTION

### **Role title: Communications & Media Coordinator**

**Role purpose:** The Communications & Media Coordinator, who is part of the Membership and Communications Hub based in the EWL Secretariat, will develop and ensure that our feminist values are reflected in all of EWL's communications and media work. She is a strategic thinker and an articulate communicator who will work towards the realisation of EWL's overarching objectives specifically to:

- ensure that EWL's positions and vision of a feminist Europe are heard by EU decision-makers, partners and influencers;
- deliver succinct communications with internal and external audiences;
- initiate and lead the development of accessible messaging on women's rights and feminism across Europe; and
- raise the profile of EWL, with all its members, in print, broadcast and online media.

**Reporting to:** Secretary General

**Location:** EWL Secretariat, Brussels

**Starting date:** October 2020

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#### **Overall Responsibilities:**

1. Develop and implement EWL's communications strategy and policies, including framing of messages and narratives;
2. Develop and manage online presence;
3. Lead on external communication and media work to effectively reach out more broadly to EU audiences;
4. Initiate and develop communication actions in support of EWL policy, campaigns, and fundraising objectives, and Members' work across Europe;
5. Coordinate the production of print and electronic materials and communications tools; and
6. Work with EWL staff and members to strengthen communication skills and capacities.

**Detailed Tasks relating to the overall responsibilities can be found [here](#).**

## SKILLS & ATTRIBUTES

### **Essential Skills, attributes and experiences**

EWL embraces a feminist culture that imbibes our core values, vision and mission. We are, therefore, seeking a future colleague who will embrace and commit to our [EWL Feminist Culture](#) and is aligned with EWL's positions, especially on male violence against women and prostitution as per the EWL position paper "[Towards a Europe Free from all Forms of Male Violence Against Women](#)".

## Essential skills and attributes

- Commitment to feminism and women's rights, and alignment with the [European Women's Lobby Strategic Framework, positions and vision, mission and values](#);
- Strategic thinker with the ability to unpack complex policy analysis and information infrastructure, and able deliver simple and accessible information;
- Articulate communicator with an optimistic, and inclusive interpersonal manner;
- Excellent organisational, time management, and project management skills;
- Solutions oriented, pro-active, creative and out-of-the-box thinker;
- High levels of motivation, strong team member, open, flexible, sense of humour;
- Ability to write in English to a high standard and for different audiences.
- Demonstrable experience in editing of policy reports and drafting of digestible communications/social media and summary

## Essential experience

- At least 8 years' professional experience with at least 5 years' relevant communications experience in a network-based organisation working on multiple topics, through multiple media and channels to ensure an organisation's online presence;
- Experience working with colleagues to develop clear communications messages from complex analysis, including through editing of reports and drafting of digestible communications/social media and summary;
- Experience working with policy and advocacy staff to develop clear communications messages from complex policy analysis
- Built relationships and/or connections with key media outfits (print, broadcast, online)
- Higher learning in communications, media studies, journalism or equivalent professional experience;
- Experience in managing staff or volunteers;
- Strong experience of using social media channels for campaigning, including paid promotion; and
- Solid IT skills including use of online communication and social media tools, SPIP website content management system.

## Desirable skills and experience

- Knowledge of EU institutions and Brussels media;
- Knowledge of and experience with working with values and frames and storytelling in communications;
- Previous experience in an NGO or social movement/network, civil society and/or membership organisation or equivalent experience;
- Knowledge of French and other languages is an asset;
- Adobe InDesign, Photoshop and video editing skills are an asset.
- Experience of video-editing software.

## WHAT WE OFFER

- The opportunity to work in the leading European women's rights organisation, protecting and promoting the rights of millions of women and girls in 32 countries;
- The opportunity to strategically develop the visibility of the European Women's Lobby members, feminist campaigns and work;
- 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 permanent contract under Belgian law, full time, 37,5 hours/week
- A gross salary of 3.000 EUR/month plus benefits: lunch vouchers and reimbursement of local transportation. This salary is not negotiable.