Junior Communications Officer

The ESF is a non-profit organisation dedicated to the support of excellent science and research programmes through dedicated partnerships with research organisations. We operate in the EU and wider European environment and collaborate with major scientific stakeholders. In the frame of our development we invite applications for a Junior Communications Officer.

The mission of this position is to support the Communication Officer in the design and implementation of communication strategies for ESF activities, in particular European Commission-funded projects. Communication channels include social media, newsletters, institutional websites, printed and digital materials, events...

This position will involve:

▪ Completing and delivering tasks related to ESF communication activities:
  - Regular posting on social media, contributing to the preparation and delivery of high-impact social media campaigns;
  - Managing the projects and ESF websites content, keeping it consistent and up to date, e.g. uploading content, editing short news articles in English;
  - Contributing to the production and dissemination of newsletters and other editorial tasks;
  - Contributing to the production and dissemination of scientific reports and projects’ publications;
  - Designing and following up the production of in-house communication material (templates, flyers, invitations, digital banners, etc);
  - Designing and following up the production of quality promotional material by external service providers, e.g. project visual identity and communication material, web-design...;
▪ Contributing to the coordination of high-level, large-scale international events (meetings, workshops) with multiple stakeholders, marketing and promoting the event through all media appropriate outlets (social media, brochures, outcomes messaging);
▪ Providing administrative assistance to the Communication Officer and undertaking other more general tasks in the Communications service.

The Communications Officer should demonstrate the following competencies:

Specific technical competencies:

▪ University degree in science communication or communications generally or equivalent experience. Ideally at least 3 years’ experience in communication departments or agencies;
▪ Experience in a non-profit organisation and /or EU-funded project experience appreciated;
▪ Demonstrable experience in managing social media accounts (Tweeter, LinkedIn...);
▪ Experience in organising high-level, large-scale events;
▪ Ability to create quality content and highlights from scientific reports;
▪ Ability to design quality publications and presentations;
Basic knowledge of European and national research organisation and institutions, knowledge of European and international science policy would be an asset;

Demonstrable experience in writing papers, reports, publications and presentations;

Excellent command of English - working knowledge of another European language would be an advantage;

Good working knowledge of MS Office systems, electronic databases and Website content management systems (Wordpress).

Specific personal competencies:

- Proven organisational skills and capacity to deliver on allocated tasks and respond in a timely manner to deadlines;
- Excellent communication skills across cultural and scientific boundaries, showing discretion, diplomacy and tolerance;
- Enthusiasm for the benefits excellent science can bring;
- Excellent presentation skills;
- Action-orientated and responsible;
- Creative, willing to take initiative, and improvement-minded;
- Transparency in working and team-orientated work ethics;
- Positive and constructive attitude.

Employment conditions:

Excellent supportive environment and the ability to work with outstanding science staff from a variety of backgrounds.

- The position is expected to be full-time (100% FTE) and will start as soon as possible.
- The contract is offered for a duration of 18 months.
- The person selected for the position will be working from Strasbourg head office.

Please send your application (cover letter + CV in English) by 13 Sept 2021 to jobs@esf.org quoting the following reference JCO0821. Interviews will be held on 20 sept 2021.

The ESF will not discriminate, nor allow its staff to discriminate, against any member of staff or applicant for employment or ex-employee on the basis of gender (including in cases of pregnancy or maternity); age; ethnic, national or social origin; religion or belief; sexual orientation; disability; political opinion; social or economic condition or health.