

Vacancy

Communications Officer

The Communications Officer is responsible for supporting the communications team in all digital aspects as well as publications.

The Association

Science Europe is a membership association of major public European Research Funding Organisations (RFOs) and Research Performing Organisations (RPOs) from 30 countries. Based in Brussels, we promote the collective interests of our Member Organisations through our advocacy work and we support them in their efforts to foster European research and innovation by offering a platform for collaboration. We contribute to the development of robust research policies in Europe and to the European Research Area through engagement with key partners.

The Position

We are looking for a digital-savvy Communications Officer to join our office in Brussels.

As the Communications Officer, you will contribute to enhancing the visibility of Science Europe and its mission, as part of the Communications team. This is a full-time position, and you will report to the Secretary General.

Responsibilities

- Support the implementation of Science Europe's communications roadmap and the activities of the Working Group on Communications
- Produce Science Europe newsletters
- Produce graphic materials and layout documents or publications
- Manage updates to Science Europe's website (Umbraco CMS)
- Proofread documents produced by Science Europe (English language)
- Manage the logistics of Science Europe's digital and physical events (meetings, webinars, conferences)
- Audit and update of Science Europe's contact database
- Liaise with communications-related external providers
- Support the co-ordination and monitoring of Science Europe's social media channels

Credentials

We are looking for a candidate who has:

- Full proficiency in the English language (native level) with excellent communication, written, and listening skills. English is the working language of the office and the association
- Advanced digital skills, including experience with content management systems (e.g. WordPress & Umbraco), email marketing services (e.g. MailChimp), visual design (e.g. Adobe Creative Cloud) and database management. Video editing skills, experience with web analytics, and with online survey tools would be a plus
- Experience with social media (Twitter and LinkedIn)
- Experienced in organising digital events using platforms such as Zoom and Teams
- Experience in any other platform is a plus
- Ability to work both in a team and independently, on own initiative
- Ability to manage multiple priorities and work with tight deadlines
- Attention to details
- Professional experience of 1-2 years

Desirable qualifications and experience

- Knowledge and/or experience of European research policy.
- Experience working in a scientific or academic environment.
- Experience working in an international environment.
- Familiarity with the EU environment and EU press corps.
- Good knowledge of French and/or Dutch.

What we offer

We offer a 1-year fixed-term contract with the possibility to become permanent, as well as a competitive salary. The salary offered will depend on the qualification level and number of years of relevant experience. We also offer a package of benefits such as meal vouchers, medical and hospital insurance, group insurance for pension.

Please note that Science Europe is established under Belgian law, and that employment is within the Belgian tax and social security system. The job requires being located in Belgium.

How can you apply?

You can apply by sending your CV and a cover letter (in English) to careers@scienceeurope.org specifying 'Communications Officer' in the title.

Your cover letter (maximum one page) should outline your suitability and motivation for the post. Please also include the names and contact details of two people (ideally a current or former line manager or supervisor) who could provide references.

Incomplete applications will not be considered.

The deadline for applications is **18 June End of Day**. Applications will be reviewed upon submission and suitable applicants may be contacted for interview prior to the closing date. Please note that only successful applicants will be contacted.

Further Information

Please direct any questions to careers@scienceeurope.org; telephone + 32 (0)2 226 0307. More information on Science Europe can be found at www.scienceeurope.org.

Protection of personal data

The personal data (CV, motivation letter, and so on) that you communicate to Science Europe will be registered and stored in our database. For more information concerning the processing of your personal data in this way, please consult our [Applicant's Privacy Notice](#).