

# Vacancy

## Junior Communications Officer

The Junior 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 29 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 Junior Communications Officer to join our office in Brussels.

As the Junior 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

- Manage updates to Science Europe's website (Umbraco CMS).
- Produce graphic materials and layout documents or publications.
- Proofread documents produced by Science Europe.
- Manage the logistics of Science Europe's digital events (meetings, webinars, conferences, networking events).
- Update and audit Science Europe's contact database to ensure it is kept up to date.
- Liaise with communications-related external providers.
- Support the implementation of Science Europe's communications strategy.
- 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 (eg. WordPress& Umbraco), email marketing services (eg. MailChimp), visual design (eg. 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 detail.
- A minimum of 1–2 years professional experience.

### **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 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 benefits such as meal vouchers, medical and hospital insurance, group insurance for pension and extra vacation days.

Please note that Science Europe is established under Belgian law, and that employment is within the Belgian tax and social security system.

### **How can you apply?**

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

Your cover letter (maximum one page) should outline your suitability and motivation for the post. Please also include with your application 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 14 June. 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](mailto:careers@scienceeurope.org). More information on Science Europe can be found on its website at [www.scienceeurope.org](http://www.scienceeurope.org).

## **Protection of Personal Data**

The personal data (CV, motivation letter, etc.) you communicate to Science Europe will be registered and stored in our database. For more information concerning the processing of your personal data, please consult our Applicants Privacy Notice, available at [www.scienceeurope.org/](http://www.scienceeurope.org/)