



Climate Action Network Europe is looking for a Communication Coordinators

CAN Europe, Europe's largest coalition working on climate and energy issues, is currently seeking an experienced and dynamic Communication Coordinator to join our team. This position will offer the successful candidate an opportunity to be at the center of the largest movement for global change that will affect people and the planet for centuries to come.

The communication coordinator will be a part of CAN Europe's communications team, and should be experienced in developing communications strategies, narratives and key messages for advocacy and campaign work, and content creation for the communications products.

Required Educational/professional qualifications:

- Minimum 3 years relevant professional experience, preferably in communications, journalism/press or media relations;
- University degree or equivalent qualification preferably in communications, journalism or public relations;
- Working knowledge of EU institutions and processes, and in particular of climate, energy and environment policy;
- Excellent level of written and spoken English; additional EU languages considered an asset.
- Experience of working with NGO's and in the climate and energy fields are considered as important assets.

Experience, skills and abilities

- Experience writing, editing and proofreading in English, with a proven ability to manage the production of various types of high quality print and digital media products;
- Demonstrable experience of using digital and social media to achieve campaign/advocacy objectives;
- Ability to prioritise and manage diverse tasks, meeting deadlines while maintaining high editorial standards;
- A good team player, flexible, coupled with ability to be self-reliant and self-disciplined, and use one's own initiative and to generate new communication ideas;
- Solid grounding in Microsoft Office applications, as well as tools such as CANVA, WordPress, Miro and Mailchimp;
- Experience working in a network; internal communication skills desirable;
- Ability to create communication and media plans for different activities and moments;

- Knowledge of, and existing base of contacts with European news media is an important asset.

Main duties will include:

- Responsible for external communications;
- Writing, editing and dissemination of press releases and other documents, responding to media enquiries;
- Leading on communications plans in key policy moments while supporting the development of narratives.
- Organising production and editing of paper and digital publications; liaising with policy officers to generate online web articles;
- Manage content and updates to the website (www.caneurope.org);
- Maintain a contact databases of experts and journalists;
- Descriptive reporting to funding organisations and inputting in grants applications;
- Develop/liaise and maintain contacts with the media

CAN Europe is offering 1 position, with 2 possible contract modalities:

- **open-ended contract, with base in Belgium** and a projected salary between 3500 EUR and 4250 Euro gross/month depending on the years of relevant experience (from 0 to 20 years) and subject to Belgian taxes. Meal vouchers (7EUR), transport costs, eco and **culture** vouchers, phone computer, and teleworking allowance are also part of the salary package.
- **1 year contract until the end of December 2023, with a flexible location in Europe.**

To apply, please send your CV and a motivation letter in English to jobs@caneurope.org with “Communication Coordinator” as the subject line. In case you know which of the two contractual options your preferred one is, please indicate that in your email.

Closing date for applications: **Wednesday 1 December 5pm** (Brussels time)

First round of Interviews preferably between 6 and 9 December (online)

Second round of interviews between 12 and 16 December 2022 (online)

Expected start date: as soon as possible thereafter

Contact

Inquiries to Nina Tramullas, Interim Head of Communication, nina.tramullas@caneurope.org or to César Chantraine, Human Resources Coordinator, cesar.chantraine@caneurope.org