



Climate Action Network Europe is looking for a full time (or 4/5) Communication Coordinator for the Western Balkans

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 covering the Western Balkans region (Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, and Serbia). This position will offer the successful candidate an opportunity to be at the centre 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 will also support, where necessary, communication activities related to CAN Europe's work in Turkey. The successful candidate 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 climate, energy and environment policy; knowledge of EU institutions and processes is an asset;
- Excellent level of written and spoken English; additional EU, and specially Balkans and Turkish languages are considered an asset.
- Experience of working with NGOs and in the climate and energy fields are considered as important assets, as well as experience in the Western Balkans civil society or policy ecosystem.

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 and regional news media is an important asset.

Main duties will include:

- Participate in and support the functioning of the CAN Europe Communications Team;
- Responsible for external communications;
- Writing, editing and dissemination of press releases and other media products, responding to media enquiries;
- Design and periodically update the regional communications strategy and narratives, according to campaign needs;
- Leading on communications plans in key policy moments while supporting the development of narratives in the relevant regions;
- Organising production and editing of paper and digital publications; liaising with policy officers to generate online web articles and other communications materials, including for social media;
- Manage content and updates to the website (www.caneurope.org);
- Directly engage the media in the region and in Brussels, build strong relationships with journalists and educate them about climate and energy issues; Maintain a contact databases of experts, campaigners, influencers and journalists;
- Descriptive reporting to funding organisations and inputting in grants applications;
- Coordinate the communication with CAN Europe members and partner organisations at national and regional level on the occasion of national, European and international moments;
- Further growth of the Western Balkans anti-Coal Campaign's social media accounts on Facebook, Twitter and Youtube, as well as the design and distribution of the periodic newsletter in English language intended for communicating major developments in the regional campaign to European and international audiences.

Offer

The successful candidate will be based in one of the countries in the Western Balkans region (Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, or Serbia) and will be offered a freelance contract.

The remuneration of the position will be in line with the national NGO sector where the successful candidate is based.

To apply, please send your CV and a motivation letter in English to jobs@caneurope.org with “WB Communications Coordinator”, including what’s your earliest start date.

- Closing date for applications: **Wednesday 1st of February** (Brussels time)
- First round of Interviews the week of 6 February (online)
- Second round of interviews the week of 15 February (online)
- A short written task will be sent to the candidates prior to the second interview at their preferred time
- Expected start date: as soon as possible thereafter

Contact

Inquiries to César Chantraine, Human Resources Coordinator: jobs@caneurope.org