Climate Action Network Europe is looking for a Communication Coordinator
(Fixed-term contract – 6 months)

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 from September 1st, 2023 - February 29th, 2024. 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 should be experienced in developing press and communication products, engaging narratives and key messages for advocacy and campaign work, and content creation for the communications products.

Required Educational/professional qualifications:

- Minimum 3 years of relevant professional experience in communications, journalism/press or media relations;
- University degree or equivalent qualification preferably in communications, journalism or related field;
- 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 NGOs in the climate and energy fields are considered as an important asset.

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

**Main duties will include:**

• Responsible for external communication products and materials developed in cooperation with policy teams;
• 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 together with the Head of Communications.
• Organising production and editing of paper and digital publications in collaboration with policy officers
• Manage content and updates to the website (www.caneurope.org);
• Maintain a contact database of experts and journalists;
• Descriptive reporting to funding organisations and inputting in grants applications;
• Develop/liaise and maintain contacts with the media

**Our offer for this position:**

A fixed term employment or consultancy contract – 6 months (replacement), with flexible working hours and the possibility of teleworking.

This position is preferably based in Brussels but it is also open to applicants from the European Union or those already in possession of a residence and a work permit. We are not considering sponsoring visas this time.

Remuneration is based on our Belgian salary grid and adapted to the cost of living on location.

If the position is based at our head office in Brussels, we will offer: A Belgian open-ended contract with an expected salary of between 3,500,00 € and 3,900,00 € gross/month depending on the relevant years of experience (from 3 to 10 years) and subject to Belgian tax; Meal vouchers (7,00 €/day); transport costs; eco-vouchers (125€ for 6 months); sport and culture vouchers (50,00 € for 6 months), phone allowance (39,00 €/month); work computer.

In other cases, it will be a consultancy contract or an employment contract, depending on opportunities, with equivalent remuneration in line with the local cost of living.

We are an open and inclusive, multicultural, multilingual and multi-ethnic team. We explicitly encourage all candidates to submit their application, regardless of their age, ancestry, colour, disability, ethnicity, family or marital status, gender identity or expression, national origin, political affiliation, race, religion, sex or sexual orientation.
To apply, please send your CV and a motivation letter in English to jobs@caneurope.org with “Communication Coordinator” as the subject line.

Closing date for applications: **Friday 4 August 2023 at 8h00 AM** (Brussels time)

- First round of Interviews: 10th & 11th of August 2023 (online)
- Second round of interviews: 21st & 22nd of August 2023 (online)

**Start date: 4 September 2023**

**Contact**

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