**Job description**

<table>
<thead>
<tr>
<th>Position</th>
<th>Communications Coordinator for Central and Eastern Europe (CEE)</th>
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<tr>
<td><strong>Goal of Position</strong></td>
<td>Lead on our communications in the Central and Eastern Europe (CEE) region, with a particular focus on energy policy matters, as part of CAN Europe’s communications team and guided by the energy policy team.</td>
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<tr>
<td><strong>Main functions &amp; responsibilities</strong></td>
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**Communications and Editorial**
- Developing communication plans and campaign materials for CAN Europe key messages and priorities in the CEE region, in particular to aid the objective of establishing our Paris Agreement-Compatible (PAC) Energy Scenario as an energy policy compass;
- Responsible for ensuring high editorial standards of all CAN Europe publications and other products (written and visual); Cataloging and maintaining such publications;
- Organising press briefings and other CAN Europe PR and campaign events;
- Liaising with consultants and external providers to ensure high quality delivery of communications products for CAN Europe;

**Media and Press**
- Creating and implementing media strategies;
- Writing, editing and dissemination of press releases, op-eds, blogs and other publications;
- Responding to media enquiries and building contact with journalists;
- Maintaining CAN Europe’s media profile and ensuring adequate coverage;
- Cataloguing and maintaining CAN Europe’s media coverage; Updating press contacts database;

**Digital Communications and IT**
- Updating website content using wordpress, including uploading documents, commissioning, creation and editing of web content;
- Maintaining and regularly updating our social media channels and supporting the development of social media strategies and campaigns;
- Monitoring and reporting website traffic and social media performance;
- Managing work with external web and IT consultants.

**Network**
- Support coordination of communications activities with the wider CAN network (i.e., participation in the CAN Comms working group);
- Support maintaining and updating the CAN Europe communications list;
- Preparing, presenting and moderating communications-related sessions at the CAN Europe General Assembly (2x/year)

**Input to internal affairs**
- Participate in team-wide processes and matters relevant to the organisation as a whole as required;
- Contribute to relevant reporting and fundraising efforts, including all aspects of producing the annual report;
- Work on other projects as assigned by the line manager.

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<th>Time requirements</th>
<th>Full-time (or 4/5)</th>
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<tr>
<td>Supervisory responsibilities</td>
<td>None</td>
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<td>Line-management</td>
<td>This position is managed by the Head of Communications</td>
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