Climate Action Network Europe

is looking for a

Communications Coordinator for Central and Eastern Europe (m/f/x)

(Full time or 80%, 1-year contract, ideally based in Poland or other CEE countries)

Climate Action Network (CAN) Europe is Europe’s largest coalition working on climate and energy issues. With over 200 member organisations in more than 40 European countries – representing over 1,700 NGOs and more than 40 million citizens – CAN Europe works to prevent dangerous climate change and promote sustainable climate and energy policy in Europe.

We’re currently seeking an experienced and dynamic Communication Coordinator to join our team and lead on our communications in the Central and Eastern Europe (CEE) region, with a particular focus on energy policy matters. The position is full-time or 80%, teleworking ideally from Poland or another CEE country (home office).

Required skills and experiences:

- Minimum 5 years of relevant professional experience in communications and media relations, ideally in CEE;
- Experience developing and implementing communication strategies, including off-line and on-line communication channels;
- Outstanding communication skills, including creating press materials, social media content and developing engaging narratives;
- Demonstrated knowledge of the CEE media and social media landscape and maintaining relationships with key media contacts and influencers;
- Managing the content and updating of websites and databases;
- Excellent level of written and spoken English; additional EU languages, in particular Polish or other CEE languages are considered an asset.
- High level of motivation and ability to coordinate the achievement of complex objectives within deadlines.

Other desirable qualities:

- Demonstrated alignment with the mission, the modes of action, and the values of CAN Europe;
- Experience of working with a network of NGOs in the climate and energy fields;
- University degree or equivalent qualification preferably in communications, journalism or related field;
- Good knowledge of climate, energy and environment policy and debates, especially in the CEE region;
- Reporting to funding organisations and inputting in grants applications;
- Solid grounding in Microsoft Office applications, CANVA and WordPress.
With this opportunity, we offer:

Initially a 1-year contract with flexible working hours and the possibility of teleworking. This position is preferably based in Poland but it is also open to applicants based in Lithuania, Latvia, Estonia, the Czech Republic, Slovakia, Hungary, Romania, Bulgaria, Croatia or Slovenia. Applicants must be in possession of a residence and work permit.

Remuneration is based on our Belgian salary grid, depending on the relevant years of experience and adapted to the cost of living in the country of residence of the candidate.

More about us:

We are an open and inclusive, multicultural, multilingual team and explicitly encourage applications from all applicants, independent 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.

How to apply

Please send an email with your CV and a Motivation letter explaining how you fit the job profile for this specific position, both written in English, to: jobs@caneurope.org. Important: Subject line must be "Application: Communications Coordinator for CEE".

Interviews will be conducted in English.

Closing date for applications: 16 June 2024.

- First round of interviews on the afternoon of 21 June (online)
- Written test to be taken between 24 June and 06 July
- Second round of interviews on the afternoon of 08 July (online)

The expected start date is as soon as possible.

This position was first advertised on 29 May 2024. All applications will be reviewed after the closing date has passed.

Contact

For any questions in relation to this position, please contact Winfried Hoke, winfried.hoke@caneurope.org