

Temporary Communication Officer – ETUI

To replace one of our colleagues going on maternity leave, the ETUI is looking for a temporary communication officer for 6 months starting from 1 September.

Candidatures should be sent before 23 June to skasiere@etui.org. Interviews for the position will take place on Tuesday 2 July at the offices of the ETUI.

Responsibilities

Help coordinate the dissemination of printed and online publications towards the different target audiences of the Institute:

- Promote the ETUI publications online through social media and the different ETUI websites and analyse its impact (Google Analytics, Twitter analytics etc.);
- Organise and oversee targeted dissemination of printed copies of ETUI publications (targeted sending to events, authors, contributors, reviewers and targeted audiences);
- Promote the publications with the academic audience, the trade unions and EU institutions on different platforms and different means;
- Draft summaries of publications (PubAlerts) together with the help of the authors and disseminate the content to different targeted audiences and the media;
- Sending out news briefs via newsletter and analyse the impact;
- Coordinate the production of promotional material and their follow-up.

Maintain contacts with general media and trade union press services:

- Write short press-briefing to alert media about our publications;
- Keep track of media coverage and report to colleagues and directors;
- Answer media requests - organise media interviews with researchers or authors of publications.

Help coordinate ETUI general contact database:

- Help collect and keeping up-to-date ETUI contacts in the general database

Organise study visits and their coordination at the Institute

Skills required

- Strong organisation skills and the ability to handle multiple projects and meet tight deadlines
- Excellent written and verbal communication in English and French
- Good team spirit and ability to work in a multicultural environment

Knowledge and experience – profile

- 1-3 years' experience in communication or journalism
- Experience with marketing of publications, trainings and events
- Experience using MS office products, including CRM systems and web content management (Drupal, WordPress, etc.)
- Experience with analytical tools such as Google analytics and Google Console would be an asset
- Experience with social media management
- Good knowledge of newsletters (Mailchimp, etc.) and online marketing tools is an asset
- Good knowledge of design and video production (Adobe Suite)
- Knowledge of the European Institutions