The European Trade Union Institute (ETUI) is seeking to recruit a full time:

Visual Communication Officer

Location: Brussels

The ETUI is a leading applied research institute for the European labour movement. We use our expertise in research, training and workplace to advance workers’ interests. To join our Communication and Publications team, we are looking for a full-time Visual Communication Officer to:

- Manage different types of contents on our websites
- Support researchers and education officers in publishing their content online and developing visuals based on ETUI contents (publications, trainings, events, …)
- Contribute and support the team with layout and graphic design for its different types of publications and
- Contribute to the development and impact of the ETUI’s communications
- Contribute to the corporate identity

Skills required

- Graphic design and online visual communication (evidence of qualifications: diploma, certifications, …)
- Knowledge of Adobe Suite (specifically InDesign)
- Knowledge of CMS (Drupal), CiviCRM and Tableau
- Strong organisational skills and the ability to handle multiple projects and meet tight deadlines and prioritize requests
- Social and interpersonal skills, creative and positive minded and the ability to work in a team
- Excellent knowledge of English (working languages), good knowledge of French (or willingness to learn) and knowledge of other European languages is an advantage.

Knowledge and experience

- Experience in graphic design and online visualization
- Experience in website management
- Interested in European trade unions, European institutions, research contents in general.
**Responsibilities**

You will have three main roles, as well as a set of other duties within the Communications team:

1. **Layout and graphic design**
   - Take in charge the layout for existing type of contents published by the ETUI
   - Support the strategy to develop content and improve our impacts.
   - Support the workflow with external designers

2. **Web assistant and visual creator**
   - Update content on the website
   - Create visuals for online communication
   - Update and maintain websites in coordination with internal and external IT specialists
   - Liaise with researchers and trainers to create new visualizations online

3. **Contribute generally to the work of the unit**
   - Fulfill routine requests and improve internal rules and procedures
   - Report frequently to the team and prepare notes for the management

ETUI proposes a competitive salary package. Only short-listed candidates can request the salary grid. The position is open for bright juniors as well as experienced seniors.

Furthermore, ETUI is committed to achieving workforce diversity in terms of gender, nationality and culture and applies a policy of equal opportunities. Applications are accepted without distinction on any grounds of age, birth, disability, ethnic or social origin, genetic features, membership of a national minority, political (or any other) opinion, property, religion, gender or sexual orientation. All applications will be treated with the strictest confidence.

Applications and supporting documents (CV, motivation letter, evidence of qualifications, 2 samples) should be sent before 20 June 2020 to:

Stéphane Bouillon : sbouillon@etui.org
ETUI
Boulevard du Roi Albert II 5
1210 Brussels

Only short-listed candidates will be invited for interviews.