



Climate Action Network Europe is looking for a Senior Communication Coordinator

(Full-time or 80%, 1 year fixed-term, Brussels or remote)

CAN Europe, Europe's largest coalition working on climate and energy issues, is currently seeking an experienced and dynamic Senior Communication Coordinator to join our team as soon as possible, ideally from November 15th, 2023. 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 Senior 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 all CAN Europe communications channels.

Required Educational/professional qualifications:

- Minimum 7 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 Brussels media and European NGOs in the climate and energy fields are considered an important asset.

Skills and abilities

- Creating and implementing media strategies including off- and online communication channels;
- 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 advocacy/campaign 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



Main duties will include:

- Responsible for external communication products and materials developed in cooperation with policy teams;
- Writing, editing and dissemination of press releases, media advisories and other documents, responding to media enquiries;
- Responsible for ensuring high editorial standards of all CAN Europe publications and other products (written and visual);
- Under the supervision of the Head of Communications, in charge of implementing the communication strategy;
- Leading on communications plans in key policy moments while supporting the development of narratives together with the Head of Communications;
- Management of press briefings, conferences and other CAN Europe events;
- Organising production and editing of paper and digital publications in collaboration with policy officers
- Manage content and updates to the website (www.caneurope.org) and social media channels;
- Maintain a contact database of experts and journalists and relations with key media representatives;
- Reporting to funding organisations and inputting in grants applications;

Our offer for this position:

A 1 year fixed-term employment or consultancy contract 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 3.740,00 € and 4.690,00 € gross/month depending on the relevant years of experience (from 5 to 20 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 20 October 2023, 8 AM (Brussels time)

- First round of Interviews 24 October 2023 (online)
- Second round of interviews 3 November 2023 (online)

Start date: as soon as possible, ideally 15 November 2023

Contact

- Inquiries about the recruitment process or the offer to César CHANTRAINE, Human Resources Coordinator, cesar.chantraine@caneurope.org