



Communication Officer (Brussels, 1 year contract)

Job purpose

The successful candidate will work to implement the VOICE Communication Strategy. The Communication Officer will report to the Director.

The Communications Officer has a key role to play in planning and delivering communications to VOICE targets groups such as EU institutions and member states. The post holder will write, edit, coordinate and publish content across various channels, including the website, social media, and print materials.

She/he will in particular:

- ❖ Make recommendations aimed at increasing external visibility and strengthening the positive image and reputation of the network
- ❖ Support the definition and targeting of key messages defined in the Communication work plans 2017-2018 across all activities and channels
- ❖ Monitor consistent messaging to identified target audiences and communication compliance of all external and internal information
- ❖ Support the establishment of a communication culture within the VOICE team
- ❖ Represent VOICE in appropriate fora for communication and visibility purposes.

This position requires maintaining excellent working relationships with VOICE members, partners and contributors – including managing relations with external service providers.

Skills and competencies

- Native-level English, French desirable
- Minimum 3-5 years of relevant professional experience in Communications
- Excellent drafting skills with the ability to explain complex policies in an engaging way
- Web management, social media skills, experience with photo, image and graphic design an asset
- Demonstrated strategic and organizational skills
- Can operate independently as well as in close cooperation with colleagues
- Stress-resilient and able to prioritise competing demands to deliver high quality work on time
- Willingness to learn and develop
- Knowledge of EU institutions and NGO networks, preferably in relation to humanitarian aid or external relations.

Application information

The deadline for applications is 2 May 2017. Interviews will be held on a rolling basis until the position is filled.

Please email your application in English to voice@ngovoice.org, write *Communication Officer* in the subject line, as well as your name and surname, and include:

- A CV of maximum two pages
- A cover letter of no more than one page outlining your motivation for the job
- Please feel free to also send in any link to samples of your work.

Due to the volume of applications we receive we will only be able to respond to candidates who are shortlisted for an interview.