

Programme and Communications Assistant

The European Peacebuilding Liaison Office (EPLO) is seeking a Programme Assistant (PA) to provide administrative and logistical support on the Civil Society Dialogue Network (CSDN) project, and to implement EPLO's external communications activities. The PA will also support the work of other EPLO staff members and work with EPLO member organisations (MOs) and other civil society organisations (CSOs).

The PA will be reliable, well-organised and creative. They should also have some experience in organising events and/or communications. The initial contract will be for one year starting in June 2024 and with the possibility of renewal. It is possible that there will be opportunities for development and promotion within EPLO, depending on staffing needs, resources and the PA's performance.

Title: Programme and Communications Assistant (PA)

Function: To provide support on the Civil Society Dialogue Network (CSDN) project and to implement EPLO's external communications activities

Line Manager: EPLO Executive Director and other EPLO senior staff for certain tasks

A. Duties and Responsibilities:

Communications/liaison work

- Manage EPLO's social media accounts and update elements of EPLO's website and blog
- Create engaging content to promote EPLO and EPLO MOs' work online
- Draft and edit EPLO newsletters with input from staff and members
- Coordinate with EPLO MOs to share relevant information within the network and externally
- Coordinate EPLO's Communications Working Group
- Support the production of CSDN videos
- Support on policy work
- Prepare minutes of EPLO meetings

- Draft meeting reports
- Participate in external events and meetings
- Supporting Policy Officers' research and analysis of the EU's peacebuilding policies and practice
- Administrative and logistical support
- Assist with organisational aspects of CSDN events (plus other EPLO events)

B. Person Specification

1. Education

Essential

- Degree in a relevant subject (e.g. journalism, communications, conflict studies, politics, European studies, economics)
- Fluency in English

Desirable

- Additional languages

2. Work experience

Essential

- Drafting reports, blog posts, op-eds
- Communications experience creating social media content and growing online membership
- Website management
- Producing infographics and/or videos

Desirable

- Working for a network, platform or membership organisation

3. Knowledge and skills

Essential

- Understanding of the peacebuilding sector (or interest and willingness to learn)
- Excellent communication and interpersonal skills
- Excellent English writing skills
- Excellent attention to detail
- Strong IT skills

- Experience of using design software (e.g. Adobe InDesign, Photoshop, Illustrator) and video editing

4. Personal qualities

Essential

- Reliable, well-organised and creative
- Able to act on initiative when appropriate and to complete tasks with limited supervision
- Able to articulate and communicate complex issues clearly and creatively to various audiences
- Able to work in a small team in a respectful and friendly manner
- Willingness to learn
- Able to take a problem-solving approach to challenging situations
- Committed to EPLO's mission

C. Terms and Conditions

The initial contract will be for one year (CDD), starting as soon as possible, with a gross salary range of 1800-2000 Euros per month. EPLO offers a number of additional benefits which increase the net salary, including meal vouchers and travel expenses.

Unfortunately, EPLO can only consider applicants who are eligible to work in Belgium.

Location: Brussels.

Application procedure:

Please send 1) a CV (including 2 professional references), 2) a one-page cover letter and 3) a writing sample (max 3 pages) or a multimedia project (e.g. a graphic, audio or video production) you have carried out to jobs@eplo.org.

The cover letter should include your reasons for applying for the position and state when you can start the position. Please also confirm at the end of the cover letter that you have the right to work in Belgium.

Deadline for submission of applications: 23.59 CEST on 12 October 2024.

(NB: Please note that only shortlisted candidates will be notified)