

Caritas Europa (CE) is the network of 49 organisations in 46 European countries. It is one of the seven regions of Caritas Internationalis, a confederation of 165 Catholic relief, development and social service organisations. Our vision is of a civilisation of love and justice where every human person can flourish and live in peace and dignity as part of one human family. Caritas Europa has a heartfelt commitment to analyse and fight poverty and social exclusion and to promote true integral human development, social justice and sustainable social systems in Europe and throughout the world. Caritas Europa advocates for, and with, people in need in order to transform society into a more just and inclusive civilisation. Caritas Europa recognises the need for mutual learning and innovation in all we do.

In order to support Caritas Europa's communication work, the Secretariat based in Brussels is looking for a

## **Communication Assistant**

### **Convention d'Immersion Professionnelle**

#### **Full time – 9 months**

#### **Mission**

The assistant will support the Communication Unit in creating print publications and in implementing the Secretariat's online editorial schedule, in line with the work plan 2019.

The assistant will be part of the Communication Unit and will report directly to the Communication Officers.

#### **Key tasks**

The assistant will assist the Communication Unit in:

1. laying out publications;
2. setting up an online communication schedule covering all social media channels and website;
3. keeping Facebook, Twitter, Instagram, Flickr up to date;
4. producing visual elements to support and enhance Caritas Europa's social media profile;
5. maintaining the Caritas Europa website;
6. keeping analytics of Caritas Europa's online presence;
7. keeping track of media presence;
8. the preparation of events;
9. researching new online communication tools and techniques;
10. identifying media contacts.

The assistant will also support other units when requested by his/her line manager.

#### **Profile**

- Haute Ecole/University graduate in communications or related field;
- Fluency, oral and written, in English. Fluency in French, German or other European languages is an asset. Working language is English;
- Developed organisational skills with a sense of initiative;
- Excellent interpersonal and communication skills;
- IT and computer skills in usual Windows applications;
- Experience with Adobe graphic design applications (in particular InDesign);
- Social media management skills;

- Web editing skills – knowledge of Wordpress CMS is an added value;
- Experience in producing materials for the online environment – notably social media – with photo and video editing tools;
- Experience working within or with the Caritas network or other civil society organisations is an asset.

**Financial conditions**

The assistant will be hired under a Convention d'Immersion Professionnelle and will be remunerated accordingly. Meal vouchers for the amount of 7 euros per day will be allocated and travel within Brussels will be covered.

**Duration**

The preferred duration of the position is 9 months, but exceptions may be made. The minimum duration, however, is no less than 6 months.

We are looking to fulfil this position as soon as possible.

**How to apply**

Please submit a motivation letter (max 1 page) and your CV to [communication@caritas.eu](mailto:communication@caritas.eu), mentioning in the subject “Communication Assistant”, by **Wednesday 9 January 2019**.

We thank in advance all candidates for their interest in this offer.