



Notice of vacancy:
FEPS IS RECRUITING 1 COMMUNICATION ASSISTANT
(6 months long determinate contract - Renewable)
Deadline for applications: 08.02.2021 17:00 CET

The Foundation for European Progressive Studies (FEPS – www.feps-europe.eu) is currently looking for a **Communication Assistant**.

The successful candidate is to join the FEPS Team based in Brussels as soon as possible (cf. selection timetable below).

About FEPS

FEPS is the leading think tank of the European centre left political family. It works with almost 50 Member political Foundations and think tanks across Europe. It embodies a new way of thinking on the social democratic, socialist and progressive scene in Europe. It seeks to serve as a platform for innovative research, policy advice, training and debates to tackle the long- and short-term challenges that Europe and European integration faces today. It strives for more and better-quality democracy in Europe

To do so, it forges connections and coherence among stakeholders from local, regional, national, European and global levels, and fosters dialogue of between diverse stakeholders from the world of politics, academia and civil society.

FEPS' work is in most cases carried out in the form of projects with its Members and partners. The outputs of said projects feed into the work of the broader progressive family – starting with the Party of European Socialists (PES), the Group of the Progressive Alliance of Socialists and Democrats (S&D), their constituents and Member parties, as well as in the broader public debate.

Reporting Line:

Under the authority of FEPS' Secretary General and the supervision of FEPS' Director of Operations, FEPS' Communication Assistant reports to FEPS' Head of Communication.

Mission of the role:

The mission of the role *Communication Assistant* at FEPS is to support the implementation of communication projects and strategies, to ensure FEPS' audiovisual capacities and to assist the communication function through various activities of a technical nature.

Main tasks:

- Assist in the implementation of the Communication Strategy
- Assist in the production and promotion of communication related content
- Assist in the development and maintenance of up to date communication tools
- Assist in the creative execution of FEPS' graphic charter and audiovisual content
- Create audiovisual content in different formats and (post-)produce/edit audiovisual materials
- Maintain assigned websites, online and social media accounts up to date
- Execute collection of communications' related data and maintain assigned databases up to date
- Assist with the operationalisation of project-related communication plans as assigned
- Disseminate content via various platforms and media available to FEPS (e.g. newsletters, blurbs, quotes, website or social media posts, press releases)
- Ensure the general administration of the communication unit
- Follow up on relations with standing or potential communication related suppliers
- Any other tasks related to his/her area of work as requested

The ideal candidate will have the following profile:

- A university or specialized degree in communication
- At least 1 year experience in the field of communication
- Experience in graphic design, visual creation and video making. Experience in using professional programmes such as the Adobe Suite is required
- Experience in website and social media management including the use of WordPress
- Experience with email campaigns and web analytics is a strong plus
- Written and oral English proficiency. Any additional European language will be considered an asset
- Strong creative, communication and synthesis skills
- Good organisational skills and willingness to use tools for information sharing and common processes
- Versatile "can-do" approach, with the willingness to work to a high standard, including attention to the details
- Curious and proactive attitude with problem-solving skills
- Innovative and out-of-the-box thinking
- An appetite for dynamic organisations where both individual responsibility and team-work are required
- Ability to work under pressure and tight deadlines
- Knowledge and interest for EU affairs and political sensitivity
- Readiness to exceptionally travel and adapt to flexible working hours

Employment conditions:

The position is to be filled out as soon as possible.

The duration of the contract is determinate; 6 months, and renewable.

The salary – which is paid on a 13,9 months per year basis – will be discussed depending on experience and qualifications. It is part of a generous remuneration package (*including benefits such as: a complementary pension scheme, DKV hospitalization insurance, public transport compensation, a professional phone including the right to use it for private purposes or ecocheques*).

The workplace will be Brussels (Belgium): applicants must be able to work and reside in Belgium.

As FEPS is registered in Belgium, the contract will be under Belgian law.

Applications' composition and deadline:

Please send your application via email (in English) to feps-jobs@feps-europe.eu **by Monday the 8th of February 2021 at 17:00 CET.**

The title of your application email should follow this **naming convention:**
"NAME_Surname_Application_FEPS Communication Assistant".

The application should contain:

- A cover letter (maximum 2 pages)
- A detailed CV (Europass format)
- A sample / example of creative work done
- The name of 2 referees with the related contact details

Applications not respecting the instructions for completing and submitting the application will not be considered.

The selection timetable will be the following:

- Deadline for submission of complete applications: 08.02.2021 17:00 CET
- Eligibility check and first assessment of written applications
 - ⇒ This will result in a shortlist of no more than 10 candidates who will be invited for the subsequent step. Candidates preselected at this stage will be requested to provide a Criminal Record Extract (*i.e. "Certificat de Bonne Vie et Moeurs" in Belgium*) as well as a transcript of the highest degree obtained
- First round of online interviews of candidates with a minima FEPS Director of Operations and FEPS Head of Communication followed by short written test will take place between 15.02.2021 and 18.02.2021

⇒ This will result in a shortlist of no more than 3-4 candidates who will be invited for the subsequent step

- Second interview of shortlisted candidates with FEPS Secretary General will take place between 22.02.2021 and 24.02.2021
- Communication of the final results to candidates: 25.02.2021

In the course of the entire selection procedure, FEPS is absolutely committed to providing equal opportunities for everyone regardless of their background. We value diversity and lived experience, and acknowledge the underrepresentation of people from certain backgrounds. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential. The equality opportunity principle encourages all qualified candidates to apply regardless of their gender, sexual orientation, origins or disabilities.

www.feps-europe.eu