

COMMUNICATIONS ASSISTANT

Reporting to: Eurodad Communications Manager

About Eurodad: The European Network on Debt and Development (Eurodad) is a network of 60 civil society organisations (CSOs) in 29 European countries, advocating for democratically-controlled, gender-just and human rights-based financial and economic systems. With an excellent track-record in achieving change, Eurodad is a progressive and open-minded employer, mindful of the well-being of its employees.

For more information about Eurodad and our most recent work, visit our website: www.eurodad.org and [subscribe](#) to our [Development Finance Watch](#) newsletter for further information.

Role Purpose: The purpose of this role is to help Eurodad to communicate its research, policy proposals and campaign messages effectively.

The successful candidate will have a passion for global social and economic justice. They will support Eurodad's communication and policy teams to galvanise political support for real change.

A high standard of spoken and written English is essential, and another major European language is a bonus. The selected candidate will be well organised, have strong interpersonal skills, experience with working in culturally diverse settings and may well be expected to work independently when required.

Key contacts: Eurodad colleagues, Eurodad members and other civil society organisations in Europe, Africa, Asia and Latin America, external suppliers such as copy-editors, web managers, designers and printers.

Contract & location: Brussels-based, with the possibility for some teleworking, full time, permanent contract. Gross annual salary range between 34,3k – 36,7k (incl. vouchers, holiday pay and end of year bonus), depending on skills and experience. Attractive benefits package including additional days leave, complementary Hospitalisation, Ambulatory and Dental insurance (DKV), meal, eco, gift and culture-vouchers, working from home allowance, travel insurance and contribution to a private pension plan (6% of gross salary).

JOB DESCRIPTION

A. COMMUNICATIONS

- Support Eurodad staff to produce high quality reports and other communications outputs.
- Ensure that content is disseminated to Eurodad's key audiences, by:
 - Leading the production, dissemination and growth of the biweekly newsletter, *Development Finance Watch* and the quarterly members' newsletter, including publication on the website and on social media.
 - Leading the implementation of the newsletter strategy for the *Development Finance Watch* newsletter
 - Uploading content to the Eurodad website, KMP and project microsites as required.
 - Supporting the communications team with content production for social media.
- Coordinate all translations, working closely with our pool of translators across several languages.
- Liaise with external suppliers such as designers, printers, copyeditors and filmmakers to support Eurodad's communications work.
- Help manage the communications around external events, including Eurodad's international conference.
- Monitor the impact and reach of Eurodad's communications work and be the point of contact for the Communications Team with regards to our MEAL (monitoring, evaluation, accountability and learning) system. This includes:
 - Monitoring the dissemination of any printed materials.
 - Monitoring Eurodad media mentions
 - Maintaining an up-to-date database of academic and civil society reports citing Eurodad outputs
- Edit and proofread materials produced by staff, as required

B. SUPPORT TO OTHER MEMBERS OF THE TEAM

- Support the Communications Manager, Senior Communications Officer and Communications Officer to ensure timely and effective communications outputs.
- Support the preparation of narrative reports to donors.

- Support advocacy and policy managers and officers with ensuring referencing for upcoming research follow the Eurodad style guide, as needed.
- Contribute, as part of Eurodad's team, to building team spirit by supporting colleagues and assisting with the day to day running of the office.
- Support the organisation of events including travel and other logistics.
- Support other staff with general needs, like equipment, supplies and office space.

ROLE RELATED EXPERIENCE, SKILLS AND KNOWLEDGE

1. ESSENTIAL EXPERIENCE:

- Educated to at least degree level in a relevant subject;
- At least one year's experience of on- and offline communications, media, journalism or similar (preferably in an NGO environment).

Some relevant experience in:

- Writing succinct and well-structured summaries for newsletters, websites or other similar communications products.

2. DESIRABLE EXPERIENCE:

- Living or working in an international environment;

3. APTITUDES SKILLS AND KNOWLEDGE:

Required:

- A very high standard of spoken and written English;
- Strong communication skills, with some knowledge of digital communications;
- Some experience working in diverse teams and supporting others with joint deliverables;
- Computer literate in all main Microsoft Office applications;
- Ability to plan, appropriately prioritise tasks and work under pressure;
- Ability to work sensitively with colleagues in Eurodad as well as in non-government organisations across Europe and worldwide.

Desirable:

- Experience of using Wordpress (or a similar Content Management System) and the Adobe Creative;

- A knowledge of, and experience with, social media platforms;
- Experience of using Zotero or similar referencing software;
- Experience of event organisation;
- Working knowledge of other European languages;
- Experience of publication production including liaison with translators, printers and designers;
- Experience of proofreading and sub-editing in English;
- Basic knowledge of debates around global poverty reduction, economic justice and relevant European policies.

4. STRONG COMMITMENT TO EURODAD'S OBJECTIVES AND CROSS-CUTTING PRIORITIES: GENDER JUSTICE, CLIMATE JUSTICE, GLOBAL ECONOMIC GOVERNANCE AND RESPONSIBLE FINANCE STANDARDS, WHICH ARE INTEGRATED ACROSS ALL OUR WORK AREAS.

Eurodad is an equal opportunity employer and considers applicants for all position without regard to race, colour, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. All employment decisions are made entirely on merit. We strongly encourage persons with disabilities to apply.