



## Digital Content Manager Environment / Digital Content & Communications Brussels, Belgium

AEIDL seeks a driven and creative Digital Content Manager for the Communications Team of the LIFE programme. LIFE is the EU's financial instrument for the environment, nature and climate action. AEIDL performs this task as part of the European Economic Interest Group, 'NEEMO EEIG'.

NEEMO EEIG is responsible for the monitoring of LIFE projects (LIFE Action grants) and of NGOs that receive funding from the LIFE Programme (LIFE Operational Grants). The NEEMO team also deals with communication aspects of the LIFE programme.

We are seeking a digital content manager to join its operation as soon as possible.

### 1. Job identification

Position	Digital Content Manager
Leading structure	NEEMO EEIG
Department	Communications
Location	Brussels, Belgium
Status/contract	0.8-1 FTE / 12-months contract
Salary conditions	Upon experience
Supervised by	Communications coordinator, Neemo LIFE team

### 2. Missions and expectations

#### Mission 1: Photos and videos databases management

##### Description:

- Set up and curating YouTube playlists
- Compile video clips produced by LIFE projects



- Upload and catalogue photos (via Beluga platform)
- Upload and catalogue videos to an existing audio-visual database

#### Mission 2: Project and LIFE news databases management

##### Description:

- Update online library of project publications with about 500 documents per year
- Manage the set up and maintenance about one campaign website per year
- Update LIFE data hub with at least 700 new entries per year
- Compile a data set based on excel extracts from BUTLER and eProposal
- Update website continuously (news, articles, event announcements and others).

#### 3. Hierarchical relations

- The database manager reports to the communications coordinator, under the supervision of the NEEMO EEIG coordinator.

#### 4. Skills and qualifications

- Master's degree or equivalent experience in a related field (Communications, knowledge management, information management, digital content management, database management)
- At least two years of professional experience in either EU affairs or in European environmental projects
- At least three years of professional experience of managing and archiving digital content
- Training + experience in digital archiving
- Web editing + CMS skills
- Experience in editing and packaging digital content for social media and online platforms (enthusiastic use of social media is an asset)
- Outstanding English-language skills
- Entrepreneurial, team- and solution-oriented spirit
- Preferred: knowledge of EU research programmes, more than one EU language.

#### 5. Application process

Completed CVs in EUROPASS format should be sent to [LIFE-jobs@AEIDL.eu](mailto:LIFE-jobs@AEIDL.eu) with the subject title "Digital Content Manager".

**Closing date: 2nd January 2020, 5pm.** Only shortlisted candidates will be contacted after the closing date. It is expected that interviews will take place starting **6th January 2020**.