



Association Européenne pour l'Information
sur le Développement Local a.s.b.l

COMMUNICATION OFFICER

AEIDL, the European Association for Information on Local Development, is seeking an enthusiastic and highly motivated Communication Officer to undertake tasks on a range of European contracts. This is a full-time job.

Who we are:

AEIDL was founded in 1988 by like-minded individuals who believed that European integration can make a positive contribution to citizenship and to the sustainable development of communities.

AEIDL's thematic expertise ranges from environment, sustainable territorial development; employment, migration and citizenship, to enterprise and integration, social policy, social innovation and public service modernisation.

The Association offers a range of professional services, including information management, web and digital communication; events, capacity building, and network animation; publications, social media and video services, as well as technical assistance, evaluation and consultancy services for a broad range of European contracts.

We are based in the heart of Brussels, hosting a diverse, international team of skilled, motivated and dynamic experts, delivering high-quality services to our clients.

We have an entrepreneurial culture, encouraging our team members to work autonomously, to take up responsibilities and to grow our business as they gain experience within our organisation.

We require the highest standards of quality, business ethics and commitment.

The Communications Team:

The Communication Officer is based in a team providing a range of communication services, including social media, video production, publications, dissemination and newsletters, across a variety of contracts. The Team works closely with AEIDL's thematic experts, the Knowledge



Hub and Business Development to produce high-quality products in a dynamic and energetic environment.

Role and responsibilities:

The Communication Officer will report to the Communication Manager, and will take on the delivery of a range of communication tasks including:

- Social media strategies and posting on Twitter, Facebook and LinkedIn.
- Writing, coordinating and editing newsletters and contributing to other publications.
- Contributing to communication strategies.
- Coordinating the design of visual identity.
- Contributing to Wordpress websites.
- Monitoring KPIs.
- Content creation.
- Liaising with partners on projects.
- Outreach activities and dissemination.
- Assisting in events and workshop organisation.

Qualifications and experience:

Essential	Desirable
-A minimum of 3 years of experience working in the communication field.	-A Master's degree in communication or a related field.
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-Excellent command of spoken and written English.	-Experience of working with European institutions.
-Familiarity with European institutions, including those of the Commission	-Expert knowledge of social media platforms and tools.
	-Experience of using Photoshop and other elements of the Adobe Creative Cloud.
	-Experience of web development



Application process:

Send your CV in English in the [Europass format](#) with a short cover letter to cv@aeidl.eu with the subject line **Communication Officer** by **6th March 2020**. Please note that only full application file will be taken into account and that only shortlisted candidates will be contacted after the closing date.

What we offer:

AEIDL is a socially and environmentally engaged employer, offering a dynamic working environment. We offer an open-ended contract. Our remuneration package includes pension fund contribution, food and eco vouchers, as well as public transport reimbursement.

The personal data contained in applications sent in response to job offers are collected and recorded by AEIDL's HR/KM departments in accordance with the General Data Protection Regulations concerning the protection of personal data. These data will be processed by authorised persons only to be able to assess your application for potential recruitment and will be kept for the time necessary to achieve this purpose. You may request access to your personal data and, if necessary, have them corrected. You also have the right to have them deleted, transferred, request a limitation of their processing or to object to it.

*These various rights can be exercised by contacting the following address:
privacy@aeidl.eu.*