

About us

Founded in Brussels in 1983, CEPS (Centre for European Policy Studies) is a leading think tank and forum for debate on EU affairs, which has been consistently ranked among the top 10 world's best think tanks. CEPS' distinguishing features include its strong in-house research capacity and an extensive international network of partner institutes. CEPS' funding comes from a variety of sources, mainly research grants, public procurement, but also from membership and conference fees.

We are looking for a **Digital Communications Officer** with strong IT and design skills, who is visually-minded, enjoys working on technical tasks and is confident in using a variety of digital platforms. Under the supervision of our Senior Communications Manager, the Communications Officer is expected to conceive and design communication materials as well as manage and monitor online communication channels.

“Digital Communications Officer – Comms Team”

Main tasks

- Manage CEPS social media platforms, creating and publishing engaging content to ensure CEPS reaches its key audience
- Maintain and develop the CEPS website, including native pages like the web-based annual report, CEPS SDGs, CEPS Young Thinkers, etc.
- Monitor and evaluate CEPS social media channels, email marketing campaigns and web impact by using analytics and reporting tools (google analytics and others)
- Create an integrated digital plan that ensures content on the CEPS website and social media channels is joined up and consistent, including visual identity consistency across design work, graphics, info videos, layouts for ad hoc print products, etc.
- Oversee the production of CEPS monthly newsletters, together with the Senior Communications Manager, producing content and key messages to keep core audiences engaged with CEPS.
- Coordinating relationships with subcontracted designers and agencies as required
- Support the development and implementation of CEPS Communications Strategy and Social Media Strategy
- Provide additional support on other communications and PR tasks when needed (press relations, media monitoring, etc.)

Your background and qualifications

- Relevant education and 1-2 years of experience in digital communication, graphic design, advertising, multimedia journalism or similar fields.
- Excellent IT skills and good working proficiency of most software and platforms which you will be using: WordPress; Photoshop; Illustrator; InDesign; Canva; MailChimp; Twitter, LinkedIn & YouTube; Office 365. Knowledge of video editing software like Adobe Rush and Premiere is appreciated but not required.

- You have experience developing creative content and campaigns for online and sometimes print use (social media, events, infographics, brochures, etc.).
- You have an excellent command of English, both orally and in writing. Knowledge of an additional European language is a plus.

Your profile

- Good sense of design aesthetics. You want to be part of further developing and improving our visual communication and brand identity.
- Strong interpersonal skills with the ability to work in teams and relate to stakeholders.
- Keen interest in European policy making.
- Excellent organisational skills and ability to work independently.
- Great sense of initiative, service-minded, can-do attitude and able to work within a multicultural environment

What CEPS can offer

We offer full-time employment for 1 year. The contract is renewable. The salary will be in accordance with your previous experience as well as the CEPS salary scale. We also offer a benefits package (group & hospitalisation insurance, meal tickets, public transport reimbursement, 20 days legal holiday entitlement per year plus additional days when CEPS is closed during the Christmas-New Year period). We would like the preferred candidate to start her/his activities by Mid-September at the very latest.

Career development prospects

CEPS offers a Learning and Development Programme for all staff to develop the necessary skills for their position.

More information

Further information about the position can be obtained from Xavier Trota, Senior Communications Manager, Xavier.Trota@ceps.eu

Application and deadline

Applications should include a one-page letter of motivation, indicating your salary expectations and the place where you read our advert), and a curriculum vitae which lists your past experiences in communications, both in English. For the CV, please use the Europass template (<https://europass.cedefop.europa.eu/>). They should be e-mailed to applications@ceps.eu by **23 July 2021** with the job title and unit name in the subject line (e.g. "Digital Communications Officer – Comms Team").