



**Climate Action Network Europe is looking for a
Communications Coordinator
(Based in Belgium, 80% of a full-time, open-ended contract)**

CAN Europe, Europe's largest coalition working on climate and energy issues, is currently seeking an experienced and dynamic Communication Coordinator to join our team. This position will offer the successful candidate an opportunity to be at the centre of the largest movement for global change that will affect people and the planet for centuries to come.

The Communication Coordinator will be a part of CAN Europe's communications team and lead on the communications for the Funding Fairer Futures Project. They should be experienced in developing press, communication and mobilisation products, engaging narratives and key messages for advocacy and campaign work, and content creation for creative communications products.

The DEAR-funded 'Funding Fairer Futures Project' (FFF) will bring together a consortium to broaden engagement and empowerment for inclusive and gender transformative climate justice in Europe and beyond. The project aims to drive deeper engagement in our work through direct funding, capacity building including organisational development, and joint and independent communication and campaign work. This work will be through the respective networks of the consortium (all engaged Network members) down to grassroots organisations and movements emphasising the need to properly engage the Network in the FFF Project and ensure the project serves the wider objectives of CAN.

Required Educational/professional qualifications:

- Minimum 3 years of relevant professional experience in communications, mobilisation and media relations;
- University degree or equivalent qualification preferably in communications, journalism or related field;
- Working knowledge of EU institutions and processes, and in particular of climate, energy and environment policy;
- Excellent level of written and spoken English; additional EU languages considered an asset.
- Experience of working with NGOs in the climate and energy fields are considered as an important asset.
- Experience of working in a network organisation is considered as an important asset;

Skills and abilities

- Experience writing, editing and proofreading in English, with a proven ability to manage the production of various types of high quality print and digital media products;

- Demonstrable experience of using digital and social media channel as well as creative content creation to achieve campaign/advocacy objectives;
- Ability to prioritise and manage diverse tasks, meeting deadlines while maintaining high editorial standards;
- A good team player, flexible, coupled with ability to be self-reliant and self-disciplined, and use one's own initiative and to generate new communication ideas;
- Solid grounding in Microsoft Office applications, CANVA and WordPress

Main duties will include:

- Supporting the consortium strategies and messages, ensure implementation of the activities and represent the FFF project at several levels;
- Strategising, developing and coordinating the communication deliverables of the project within CAN Europe's communication plan, and ensuring they match the organisation's global communications strategy and narratives;
- Responsible for external communication products, creative content and communication and campaigning materials developed in cooperation with the project team;
- Writing, editing and dissemination of press releases and other documents, responding to media enquiries where appropriate;
- Leading on specific communications plans for the project and in key policy moments while supporting the development of narratives
- Organising production and editing of paper and digital publications in collaboration with the project team
- Develop/liaise and maintain contacts with the media, partners, members and the Network

This position is **based in Brussels (Belgium)** in the CAN Europe secretariat, which houses our team of around 60 staff members (40 in Belgium and the rest spread in several European countries), in Mundo Matonge, the sustainable NGO office space near the St. Boniface neighbourhood of Brussels. This 4/5 (80%) position is based on a Belgian open-ended contract.

Remuneration for the job will be between 2.880,00 and 3.160,00 EUR gross/month (from 3 to 9 years of experience, for 80% of a full-time) depending on the years of relevant experience and subject to Belgian taxes.

Extra benefits include lunch vouchers, reimbursement of local transport costs, teleworking allowance, phone costs, eco and sport vouchers.

To apply, please send your CV in English and a motivation letter in English to jobs@caneurope.org with "Application: FFF Communications Coordinator" as the subject line.

Closing date for applications: **Tuesday 02 April 2024, 08.00 (Brussels time)**

First round of Interviews in the week of 08 April (most likely Thu 10 April afternoon) (online)

Second round of interviews in the week of 22 April (most likely on Mon 22 April afternoon) (online)

Expected start date: as soon as possible thereafter.

Contact

Inquiries to Winfried Hoke, Human Resources Coordinator, winfried.hoke@caneurope.org