



EuroGOOS
European Global Ocean
Observing System

Job Announcement: Communications Officer

Job Profile

EuroGOOS is a pan-European ocean observing network operating within the context of the Global Ocean Observing System of the Intergovernmental Oceanographic Commission of UNESCO (IOC GOOS). EuroGOOS is registered as an international non-profit association under Belgian law (EuroGOOS AISBL). Website: <http://eurogoos.eu>

EuroGOOS Office is seeking a Communications Officer to support the EuroGOOS team, members and regional networks in communications, outreach and organizational tasks. The position is for 3,5 years based in Brussels at the EuroGOOS Office.

Position responsibilities

- Contribute to the EuroGOOS office everyday communication and outreach tasks. These will include but are not limited to: EuroGOOS newsletter, website management, maintaining social media presence, drafting documents, publication pre-press, dissemination and mailing, maintaining contact databases, production of corporate give-aways;
- Support EuroGOOS team in meeting organization, including the meeting logistics, collecting background documents, and writing reports;
- Support EuroGOOS members and regions (ROOS) in communication outreach, including the ROOS website management and periodic outreach in EuroGOOS newsletter;
- Facilitate internal operations, including clerical duties, filing documents, and disseminating information.

Required competencies

- Bachelor's in communications or at least two-year working experience;
- Fluent in spoken and written English; a working knowledge of spoken and written French will be an advantage;
- Good knowledge of MS Office including Excel, Outlook, Word, and PowerPoint; experience with Word Press; knowledge of graphic design software and Mailchimp will be an advantage;
- Good knowledge of social media, including management software;
- Office management experience or knowledge of office procedures;
- Experience in meeting organization, including search for event venues, hotels, logistics information and suppliers locally and abroad.

Inter-personal competencies

- Highly organized, responsible, and improvement-minded;
- Task-orientated and resourceful;
- Quality and detail-oriented;
- Transparency in working and a team-orientated work ethic;

- Ability to multi-task and prioritize;
- Ability to deliver on allocated tasks and respond in a timely manner to deadlines.

Employment conditions and salary

EuroGOOS offers to the successful candidate a full-time contract and an opportunity to work in an international and multicultural professional environment. Place of work is the EuroGOOS office in the Brussels European district.

Employment will be according to the Belgian law. Additional employment package will include a private hospitalization insurance and luncheon vouchers. EuroGOOS offers a competitive salary based on experience and qualifications of the successful candidate.

Application procedure

If you would like to apply for this position, please send your CV and a letter of motivation in English explaining why you are interested and why you are suitable for this role to: Dina Eparkhina, Senior Policy and Communications Officer, dina.eparkhina@eurogoos.eu.

Deadline for applications: 21 May 2020

Job starting date: 1 July 2020