



**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). Learn more about us here: <http://eurogoos.eu>

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

### **Position responsibilities**

- Manage the EuroGOOS Office daily communication and outreach tasks. These will include but are not limited to: drafting and publishing the EuroGOOS newsletter, managing the EuroGOOS website, maintaining social media presence, drafting documents, pre-press publication, 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 in the field of communication;
- 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 (e.g. Canva, Adobe Illustrator, etc.) and Mailchimp will be an advantage;
- Good knowledge of social media, including social media management software (e.g. Hootsuite, etc.);
- Office management experience or knowledge of office procedures;
- Experience in meeting organization, including online search for event venues, hotels, practical information and suppliers locally and abroad.

## **Interpersonal competencies**

- Highly organized, responsible, and improvement-minded;
- Task-oriented, resourceful, autonomous;
- Quality and detail-oriented;
- Team player;
- Transparency in working and a team-orientated work ethic;
- Ability to multitask and prioritize;
- Ability to deliver on allocated tasks and respond to deadlines in a timely manner.

## **Employment conditions and salary**

EuroGOOS offers to the successful candidate a full-time contract and an opportunity to work in an international and multicultural environment with a high degree of professionalism. The 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](mailto:dina.eparkhina@eurogoos.eu)

**Deadline for applications:** 5 November 2021

**Job starting date:** 3 January 2022