

Communications officer (m/f)

General information

Type of contract: full time

Location: Brussels or Luxembourg

Start date: May/June 2021

Who are we?

The European University Foundation a university network with over 50 members across the Europe and aims to accelerate the modernisation of the European Higher Education Area. The Foundation focuses its action on [five pillars](#) and it stands for diversity and social fairness in higher education. Its highly dynamic and creative international team is located both in Luxembourg and Brussels. We offer a challenging work environment and projects with partners from several European countries.

What will you do?

- Define and plan communication needs in collaboration with colleagues;
- Contribute to community management ([LinkedIn](#), [Facebook](#), [Twitter](#));
- Create graphic design elements (banners, rolls up, photo editing, logos, layouts);
- Manage online marketing campaigns (e.g. via google AdWords);
- Plan and facilitate video production;
- Promote events on multiple channels;
- Assist with all communication-related tasks such as newsletters and web-content;

What are the requirements?

- Excellent knowledge of written and spoken English;
- Background in communication, media, graphic design or similar;
- Familiar with the concepts of Social Media and online marketing;
- Good knowledge of Adobe software: Photoshop, Illustrator, InDesign, Premiere;
- Proficient user of Microsoft Office package and Google solutions;
- Higher Education degree (min. Bachelor degree).

We value candidates who:

- Are fluent in other European languages
- Are capable of working in a team as well as independently
- Are comfortable working in a multicultural environment
- Have knowledge in photography, video editing and/or animation tools
- Are detail-oriented

Benefits:

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European University Foundation

16C rue de Canach – L-5353 OETRANGE

Phone: 00352 26 15 10 - Email: contact@uni-foundation.eu

R.C.S Luxembourg G190

- International and thriving working environment with colleagues based in Luxembourg, Brussels and Budapest;
- Opportunity to shape European policies in the field of Higher Education in close collaboration with European Institutions and stakeholders;
- Work on multinational projects involving partners from most European Member States
- Travel to various destinations;
- Teleworking days;
- Pleasant working atmosphere;
- 13th month, meal vouchers, eco-chèques and commuting allowance (for Belgian contracts)

Application:

To apply, please send your CV and motivation letter to applications@uni-foundation.eu mentioning the job title in the email subject. Only shortlisted candidates will be contacted and invited for an interview.

Application deadline: 25th of April 2021

www.uni-foundation.eu

The European University Foundation will collect and store your resume and contact details. We process this data for recruitment purposes only. We store this data in our internal data storage solution provided by Google, which stores data in the U.S and is fully compliant with EU data protection laws, and we will not share it with anyone else. If you submit an application, we will keep this data until our open role is filled. We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our offer for the position for which we are considering you. When that period is over, we will delete your data. If you wish to access your data that we have collected, request us to delete your data, correct any inaccuracies or restrict our processing of your data, please write to contact@uni-foundation.eu.

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