

# Communication Manager (m/f)

## General information

**Type of contract: full time**

**Location: Brussels or Luxembourg**

**Start date: September/October 2021**

## Who are we?

The European University Foundation is a university network with over 70 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, Brussels and Budapest. We offer a challenging work environment and projects with partners from several European countries.

We are recruiting a **Communication Manager** for a large project in the field of digitalisation of higher education:

## What will you do?

- Define and plan communication strategy in collaboration with partners and stakeholders;
- Oversee the branding encompassing a number of initiatives/services and partners;
- Oversee the community management activities;
- Oversee the creation of graphic design elements (banners, rolls up, photo editing, logos, layouts);
- Manage online marketing campaigns with relation to specific outputs and events;
- Plan and facilitate video production;
- Promote events on multiple channels;
- Implement communication-related tasks such as creation of web-content and newsletters;
- Plan and support the organisation of events.

## What are the requirements?

- Excellent knowledge of written and spoken English;
- 5 years of prior experience in communication and/or media related tasks;
- Familiar with the concepts of Social Media and online marketing;
- Proficient user of Microsoft Office package and Google solutions;
- Higher Education degree (min. Bachelor degree).

With the support of Erasmus+



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## We value candidates who:

- Have prior experience in management of communication activities
- Are able to handle complex and interdependent tasks
- Are fluent in other European languages
- Are capable of working in a team as well as independently
- Are comfortable working in a multicultural environment
- Are detail-oriented

## Benefits:

We offer an intercultural and international working environment with colleagues based in Luxembourg, Brussels and Budapest. Your work will contribute to shape European policies and programmes in the field of education and training and your work will shape the way we reach and cooperate with key stakeholder organisations and European and national authorities in the field. You will face challenges in a fast-changing environment together with a team of talented colleagues. In this context, we provide further development opportunities and continuously seek to offer a rewarding working environment. You will have the opportunity to travel to various destinations in Europe and flexibility with teleworking days. Please note that for a Brussels-based position we also offer 13th month, meal vouchers, eco-chèques and commuting allowance.

## Application:

To apply, please send your CV and motivation letter to [applications@uni-foundation.eu](mailto: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 August 2021

[www.uni-foundation.eu](http://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](mailto:contact@uni-foundation.eu).*

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