



COMMUNICATION OFFICER

CEJI is looking for a dynamic, skillful and autonomous expert in communications with a commitment to diversity and inclusion to join its Brussels office as a full-time employee.

Responsibilities

- Generate and implement creative approaches to external communications and public awareness campaigning while communicating several project outputs
- Plan and prepare different formats of social media posts for Facebook, Twitter, Instagram, TikTok and LinkedIn
- Assemble and write news pieces for the bi-weekly EU policy newsletter
- Maintain and update multiple websites
- Write press releases, newsletters, appeal letters and informational materials linked to CEJI's programming and fundraising strategies
- Generate CEJI visibility in traditional and new media for the purpose of wider visibility and outreach
- Implement dissemination and recruitment strategies linked with CEJI projects and assist with events management

Qualifications

- Background in communication/marketing/public relations/anti-discrimination
- 3 years experience in the field of communication
- Excellent writing and editing skills in English and French – Dutch and other languages preferred
- Ability to summarize academic or technical documents in language that is accessible to the target audience
- Knowledge and experience with CMS and website management such as Wordpress and Mailchimp
- Ability to work with graphic design programmes, such as Adobe InDesign and Canva
- Familiarity with Jewish communities and institutions, as well as EU institutions

Competences

- Excellent organizational and interpersonal skills
- Ability to multi-task, to work independently and in a team
- Ability to work productively from distance
- Demonstrated personal commitment to diversity and anti-discrimination
- Entrepreneurial spirit and marketing experience is a big plus

What we offer

CEJI offers a dynamic environment for an ambitious person looking to grow. With various projects on fighting antisemitism, hate crime, hate speech and trainings on diversity and inclusion, CEJI offers a unique experience on EU level in the field of anti-discrimination. With a supportive and flexible team continuously seeking to innovate, this position will allow you to challenge yourself and to grow professionally. Our audience includes European policy-makers and civil society organisations as well as individual activists, teachers, social workers and community representatives at national level in Belgium and across the EU. The person will report directly to the Director and work closely with project coordinators.

To apply: Send CV and motivation letter to Ms. Robin Sclafani at robin.sclafani@ceji.org until November 1, 2021