



COMMUNICATIONS & PROJECT OFFICER

VACANCY

WHO WE ARE

Euromontana is the European association for cooperation and development of mountain areas. We are a not-for-profit, multi-actor network with about 60+ members in 17 European States in and outside the EU, including regional development agencies, local authorities, agriculture organisations, environmental agencies, forestry organisations and research institutes. Together, we work to improve the quality of life of mountain populations building on sustainable development models. To do so, we are active across multiple sectors and topics relevant to mountain development such as territorial development, demography, agriculture and tourism, or adaptation to climate change. Our actions are of three main types:

- We advocate for the specific challenges and opportunities of mountain areas to be better taken into account in European policies.
- We organise knowledge exchange activities within our network and beyond, focusing on the dissemination and co-development of good practices.
- We participate in European funded projects and produce thematic studies to support the creation of new knowledge relevant to mountain areas.

For more information, please visit www.euromontana.org.

RESPONSIBILITIES

We are looking for a new team member to take on the role of **Communications & Project Officer**. As part of this role, our future colleague will be responsible for the implementation of communication and dissemination activities in a number of European funded projects in which Euromontana is a partner, and will take a leading role in the external communication of our network. Further details on the responsibilities are provided below:

70%
of time

EU Project Communication & Management

- Design and implementation of communication and/or dissemination strategies in two EU funded projects relevant to forestry, rural development and resilience to climate change. This may include social media communication, the preparation of communication materials (e.g. brochures, booklets of good practices, presentation templates), the drafting of articles for non-expert audiences, or the organisation of stakeholder events.
- Daily management of the projects, including participation to meetings, drafting of deliverables under Euromontana's responsibility, long term planning of activities, coordination of other partners involved in communication and dissemination tasks, and contribution to the periodic financial and technical reporting.
- Support the communication activities of projects managed by other colleagues as required.

30%
Of time

Euromontana communication & events

- Online communication: management of Euromontana's social media accounts and website.
- Production of news articles on topics or good practices relevant to mountains.
- Preparation of Euromontana's internal and external newsletters.
- Support the organisation of events, in particular the 2024 European Mountain Convention (October 2024, Catalonia).

Percentages are indicative and will fluctuate depending on workload and priorities. Other tasks may also be required to support the work of the secretariat.

THE IDEAL PROFILE

HARD SKILLS

Must-haves

- Minimum **2 years** of professional experience in a similar position.
- Academic background in a relevant field (e.g. EU affairs, forestry, environment, territorial development, communication or journalism).
- Experience producing communication content, including writing and layout.
- Experience in organising various types of events.
- Proficiency in Microsoft Office (especially Word, Excel, PowerPoint), social media tools, emailing and newsletter tools (e.g. Mailchimp), and popular online graphic design tools (Canvas and similar).
- Excellent written and spoken English

Good-to-haves

- Good command of French (one of Euromontana's official languages) or any other language from a European mountainous country.
- Skills and experience in event facilitation and/or stakeholder engagement.
- Experience in organising hybrid events.
- Experience with basic video editing.
- Experience managing WordPress websites.

SOFT SKILLS

Must-haves

- Excellent organisational and time management skills.
- Proactive and curious attitude, willing to learn about unfamiliar topics.
- Creative & solution oriented.
- Strong attention to detail while keeping an eye on the big picture.
- Ability to work as part of a team or independently.

Note: Candidates must have an existing right to work in the EU.

WHAT, WHERE & WHEN?

Start: Summer 2023. **Location:** Brussels, with some travels in Europe. Occasional telework possible.

Contract type: 1 year full time contract. Possibility of permanent contract afterwards.

Benefits: Lunch vouchers, year-end bonus and “thirteenth month”, contribution to local transport costs, additional holidays (5 days closing in December, plus additional seniority leaves after 2 years of service). Gross remuneration based on experience and internal standards.

APPLICATION PROCESS

Please send your application by email to guillaume.corradino@euromontana.org by **11/05/2023**, with subject line “**Communications & Project Officer – Your name**”. Your email should include:

- A **CV** (no particular format, be yourself!) in attachment.
- A **1-page letter (maximum)** in attachment, explaining very briefly why you are interested in working at Euromontana and telling us an inspiring (we'll also settle for “interesting” or “fun”) **mountain related story** from your professional or personal life.
- **Links** to articles, publications or any other relevant communication material you have produced (professionally or not).

Incomplete applications will not be processed. Interviews will be organised progressively over April and May as applications are received. Only shortlisted candidates will be contacted.