

VACANCY

JRS Europe Communications Officer

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Organisational Context

Jesuit Refugee Service (JRS) Europe is an international Catholic organisation. Its mission is to accompany, to serve and to advocate for refugees and forcibly displaced people. The JRS Europe team in Brussels shares this mission by engaging in policy and advocacy work, project management, fundraising, communications, and coordination. The work of JRS focuses on projects in favour of forcibly displaced people who might be in immigration detention or are at risk of becoming destitute, that work towards the social inclusion and integration of refugees in society, the European policies of border management and asylum, and awareness raising with young people to better understand the situation of refugees. The JRS Europe Regional Office has working relations with funding agencies, including the EU agencies, as well with private donors.

The JRS Europe Regional Office coordinates activities of 22 JRS country offices and country-based projects. The Brussels-based regional team includes six permanent staff members and volunteers.

Operational Context

Working under the guidance of JRS Europe Director, the Communications Officer will be in charge of JRS Europe external and internal communications. She/he will ensure the implementation of JRS Europe's communications strategy, manage JRS Europe social media accounts, and produce content for the website.

The Communications Officer is able to engage with fellow team members in the Regional Office, as well as JRS national offices' teams in working towards a common vision. In close cooperation with the Programme Coordinator, the Communications Officer is responsible for developing and implementing the communication actions and activities of projects.

The Communications Officer will oversee and implement the planning, development, delivery and monitoring of JRS Europe communications activities, in line with the Strategy Framework 2022-2024.

Key Responsibilities

- Write, edit and proofread a variety of communications materials, such as news and stories, social media posts, newsletters, brochures, project updates and annual reports.
- Update and maintain JRS Europe and projects websites and social media channels.
- Create and disseminate newsletters.

- Manage the archive of photos.
- Develop ideas for campaigns for the strategic priorities or JRS Europe.
- Maintain contacts database in collaboration with other relevant departments.
- Liaise with service providers such as agencies, web developers, designers or printers.
- Contribute to the development of media relations and to media networking efforts.
- Contribute to the organization of events.
- Support advocacy, policy, fundraising, representation and networking efforts as required.
- Support country offices in communications.
- Carry out a variety of administrative and maintenance tasks as necessary.

Qualifications, experience and skills

Education

- University degree in journalism, communications, EU affairs, international relations, or similar.
- Specific studies in international development, human rights, migration, or similar – preferred.

Experience

- At least 2 years' professional experience in communications, journalism, or a related field.
- Experience in writing for web, as well as developing and updating websites.
- Experience in the use of social media to raise awareness and for advocacy purposes.
- Experience/knowledge of the work and policy processes of the EU institutions - preferred.
- Interest in advocacy and in promoting the rights of forced displaced people.
- Ability to manage several tasks simultaneously in a busy office environment and to meet deadlines.

Skills

- Strong interpersonal and communication skills; can work independently, but also as part of a multinational team.
- Ability to manage several tasks simultaneously in a busy office environment and to meet deadlines.
- Solid PC skills (Office, Online tools)
- Familiarity with WordPress
- Familiarity with Adobe Creative Suite (particularly Photoshop and InDesign) – preferred.
- Familiarity with Mailchimp – preferred.

Others

- Availability to travel to country offices in Europe.
- Permission to work in Belgium.

Language

- Excellent written English
- Good command of another EU language is an asset.

Core Values and Ethics

- Enthusiasm for the mission of JRS and willingness to advocate based on the JRS mission and vision.
- High integrity and honesty.

Terms of appointment

- This is a full-time position (38 hours per week).
- We offer a indeterminate contract.
- The desired starting date is immediately.
- The salary offered for this position is between € 2.700 and € 2900 gross full time per month, according to experience and skills. All conditions and additional benefits are according to Belgian legislation

How to Apply

Candidates should send your CV (max. two pages) and a cover letter (max. one page) in English by e-mail to Europe.admin@jrs.net by midnight CET on **2 March 2022**.

Please include the job title and your full name in the file names, and mention “Communications Officer” in the email subject.

Applications received after the deadline will not be considered. Only shortlisted candidates will be contacted for an interview. Prospective candidates may also be asked to carry out a written assignment in English as part of the selection procedure.

If you do not hear back from us by 31 March 2022, unfortunately your application has not been selected.

JRS Europe is an equal opportunity employer and does not discriminate against any employee or job applicant because of race, colour, religion, national origin, sex, physical or mental disability, or age.