

VACANCY

JRS Europe Communications Assistant

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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 been 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 ten permanent staff members and volunteers.

Operational Context

Working under the guidance of JRS Europe Communications Coordinator, the Communications Assistant will aid in the production of JRS Europe external and internal communications. She/he/they will assist in the implementation of JRS Europe's communications strategy, manage JRS Europe social media accounts, and produce content for the website.

The Communications Assistant 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's team, the Communications Assistant will work on developing and implementing the communication actions and activities of projects.

Key responsibilities

Under the supervision and guidance of JRS Europe Communications Coordinator, the Communications Assistant will:

- 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.
- 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.

- Participate in the developing of campaigns according to our strategic priorities.

Qualifications, experience and skills

Education

- University degree in journalism, communications, EU affairs, international relations, or similar.

Experience

- Experience in communications, journalism, or a related field preferred.
- Experience in writing for web, as well as developing and updating websites preferred.
- Experience in the use of social media to raise awareness and for advocacy purposes is preferred.
- Experience/knowledge of the work and policy processes of the EU institutions is preferred.

Skills

- Strong interpersonal and communication skills.
- Ability to create engaging communication pieces to raise awareness, promote the rights of forced displaced people and mobilize the public to enact change.
- Knowledge of Microsoft Office (Word, Outlook)
- Familiarity with WordPress is an asset.
- Familiarity with Multimedia design programmes (Adobe Creative Suite and Canva) is an asset.
- Familiarity with Mailchimp is an asset.
- Photography and videography skills will be considered an asset.

Other

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

Language:

- Excellent written English.
- Good command of other EU languages is an asset.

Core Values and Ethics

- Interest in advocacy and in promoting the rights of forced displaced people.
- 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 6 month Convention d'Immersion Professionel (CIP) + Food Vouchers + reimbursement for transport, with a possible extension.
- The desired date to start is immediately.

How to apply

Candidates should send CV (max. two pages), cover letter (max. one page) and one communication sample crafted for professional or educational purposes (candidates are encouraged to select one they believe aligns with the current job search) in English by e-mail to Europe.admin@jrs.net by midnight CET on **June 23, 2023**.

Please include the job title and your full name in the file names, and mention "Communications Assistant" 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 August 7th, 2023, 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.