

CESAER

LEUVEN, 24 November 2021

[CESAER](#) is the European association of leading specialised and comprehensive universities of science and technology that: champion excellence in higher education, training, research and innovation; influence debate; contribute to the realisation of open knowledge societies; and, deliver significant scientific, economic, social and societal impact.

We seek a Communication Officer

to start as soon as possible working full time at our [Secretariat](#). Deadline for applications 3 January 2022.

What we offer

- Varied and dedicated international work experience within a multi-cultural and open setting in a small and dynamic team
- Position based at [Kasteel van Arenberg](#) in LEUVEN (BELGIUM)
- Full-time (40-hours work week), temporary contract for one year and longer-term career perspective with permanent contract
- Competitive salary, attractive offer of extra-legal benefits and pension arrangements
- Inspiring professional and personal development
- Employment directly at the [CESAER AISBL](#)

What are the main responsibilities

- Contribute to the [mission, aims and values](#) of our association
- Coordinate the implementation of our communication and outreach strategy
- Coordinate high-quality communication with Members and externals
- Provide communication support to governing bodies, task forces and colleagues in the Secretariat
- Co-design, manage, maintain and update the Information Operation System (IOS)
- Coordinate IT support of the Secretariat

What are concrete examples of the tasks

- Coordinate the preparation and graphic design of annual reports (e.g. [2020](#), [2019](#) and [2018](#))
- Coordinate and ensure the delivery of our newsletter
- Maintain and update our association's website and social media channels
- Write and edit press releases, articles, statements and papers ([examples](#))
- Liaise with communication departments and staff at [Member universities](#)
- Maintain and update the Corporate Design Manual and templates
- Liaise and answer enquiries from media, individuals, and other organisations

What are the mandatory requirements

- Master's degree
- Excellent command of the English language
- Excellent oral and written communication skills
- Proven track record in writing and editing content for public dissemination including on social media (e.g. articles, reports and statements)
- Excellent project management skills
- Excellent IT skills and affinity with ICT
- Social media skills
- Ability to deliver high-quality results to a deadline
- Ability to work autonomously as well as in a small team
- Willingness to travel within Europe and beyond
- Willingness to work during non-office hours such as evenings and weekends (exceptionally and upon agreement)
- Legal entitlement to work in the EU

What are the desirable requirements

- At least two years of relevant experience
- Research skills
- Knowledge of two additional European languages
- Knowledge of policy-making processes at a European level and of EU institutions
- Experience with membership-based organisations and universities of science and technology
- Experience of working with senior university leaders, senior academics and policy makers in an international context
- Graphic design skills and a good command of working with Adobe particularly InDesign
- Experience of working in a multicultural and international context
- Knowledge of information management systems

How to apply

Interested candidates are invited to send (i) a motivation letter of maximally two pages demonstrating suitability for the function, (ii) a *curriculum vitae* of maximally two pages and (iii) a list with links to at least two writing examples available online that showcase both an analytical approach and creativity by email to info@cesaer.org by no later than 3 January 2022 with 'Application for Communication Officer' in the subject line.

Equality, diversity and inclusion are core values of our association and we welcome applications from diverse personal contexts, backgrounds and circumstances.

For more information on the opportunity, please contact our Secretary General David Bohmert at david.bohmert@cesaer.org.