

New Water Europe Vacancy: Junior Project Communications Officer

[Water Europe](#) (WE), the voice and promoter of water-related innovation and RTD in Europe, is looking for a Junior Project Communications Officer to support the Communications and Projects teams with the management of communications tasks for various EU projects and activities.

MAIN TASKS & RESPONSIBILITIES

The post holder will support and assist the Communications Manager in a number of activities. The main responsibilities of this position are:

- Developing Communications strategies and roadmaps for the [EU projects](#), Water Europe is participating.
- Developing content for newsletters, press releases and other communications materials as needed.
- Supporting the Communications team with content for the project's websites and social media channels.
- Developing communications campaigns and plans for promotional activities of the project-related events.
- Translating technical and scientific project content into lay language for projects' communications materials.
- Monitoring the impact of the communications activities and preparing reports and deliverables, as needed.
- Following-up with the project partners' organisations on communications issues and participating in project meetings, as required.
- Undertaking other communications tasks to meet the needs of the WE Communications pillar and team.
- Developing official progress reports for the European Commission.

DUTY STATION

- Brussels or smart working from home country are both possible. Availability for travels in the EU is essential.

REQUIREMENTS

- Master's or Bachelor's degree in Science Communication/Journalism or Environmental Studies/Science.
- Excellent command of English and highly developed writing, editing and proofreading skills.
- At least one year of previous work experience in such a role. Prior involvement in EU projects' communications role can be considered a plus.
- Basic experience in developing communications strategies, roadmaps and plans for use in an EU context.
- Basic experience in developing content for newsletters, press releases and managing updates on websites.
- Ability to represent the organisation in meetings, participating actively, and synthesising effectively key information.
- Excellent command of Microsoft office (PowerPoint & Word, especially)- Graphic design skills can be a plus (InDesign, Illustrator and Photoshop).
- Willingness to travel for project-related meetings.

DESIRED PROFILE

- Keen attention to detail and overall quality.
- Good time management skills and ability to manage multiple priorities under pressure.
- Ability to work independently with a proactive, flexible and problem-solving mentality.
- Team player & at ease working in a multi-stakeholder environment.
- Understanding of the functioning of the EU institutions.
- Interested in environmental issues, water topics, climate change, sustainable development.

HOW TO APPLY

Send your CV, cover letter and work samples (if any) to communication@watereurope.eu with the subject heading: "Water Europe Application: Junior Project Comms Officer". The deadline to send applications is **the 23rd of January (midnight)**. The start date of the position is immediate. Water Europe is committed to diversity and inclusion within its workforce and encourages qualified candidates from all national, gender, religious, ethnic and social backgrounds to apply to become part of our team.