



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AD5-AD11/7/21

Administrator¹

Directorate	Directorate D - Communication
Unit	Unit D.3 - Digital communication and IT strategy ²
Vacancy	AD5-AD11
Type of post	ADMINISTRATOR
	Publication under Article 29(1)(a),(b) and (c) of the Staff Regulations
Date of publication	05/03/2021
Deadline:	09/04/2021 at noon (Brussels time GMT + 1)

Your job and responsibilities

Your experience and contribution to our work:

We are looking forward to a new colleague who is a writer, content creator, idea generator, project manager and communication multitasker - a colleague who can bring a creative vision to our communication products.

You will support our everyday efforts to translate our political messages and strategies into innovative products and campaign targeting politicians, citizens, stakeholders or internal staff. You will do so by working together with a team of five graphic designers, supporting them in applying the right tone, their visual and artistic choices, leading and accompanying their continuous adaptation to the digital and visual age.

From branding a remote Plenary session to easy-to-understand infographics, from "classical" print products to UX/UI design and visuals: you jump from leading the creation of printable products to the particularities of social media visuals and the needs of other digital communication channels. The talent we are looking for can also write snappy and engaging copy for a wide audience, crafting content and works words into wonders - you strive to make the CoR brand and messages widely known, understood and recognized.

Working in communication implies teamwork and reaching out to colleagues beyond the unit and the Directorate. Bridging between clients, creatives and the audiences will be a key skill of the new colleague.

Brief description of main responsibilities:

You will assume responsibility in particular for the following tasks:

- Develop and roll-out projects, using a Project Cycle Management approach in close coordination with teams across the CoR. This will include key recurring communication products - from recurring products such as the annual impact report, to our President's annual "Barometer" report, etc. as well as new and one-off products to support our communication priorities;

¹ Any reference to a person of the male sex shall be deemed also to constitute a reference to a person of the female sex.

² Previously "Social and digital media, publications unit".

- Develop creative concepts and crafting compelling stories and messages for a wide array of audiences and platforms - both online and offline;
- Write coherent, high quality content, adapting to a variety of styles and formats: from ad hoc visuals to longer print products, from data visualisation to videos and animations, etc;
- Implement related tasks such as research, development, proofreading, editing and sourcing images, coordinating with press, web, social media specialists and beyond;
- Collect and coordinate contributions from other authors;
- Revamp existing products in regards of new trends in digital publishing and graphic design;
- Contribute to identifying best practices in the area of visual communication.

Who are we? What are the challenges for us ahead?

"All politics is local" and nowhere is this more true than in the European Union. The European Committee of the Regions (CoR) brings together elected members from Europe's cities, regions and local authorities. Our mission in the CoR Communication Directorate is to serve the political communication needs of those politicians in the EU, who are closest to the people. In this context the Directorate is responsible for developing and implementing concepts and strategies to highlight the results of the CoR's legislative and political activities through various communication tools such as media relations, conferences and events, digital communication including web-based communication and social media, and publications.

With roughly 60 staff members and an annual budget of around EUR 2 million, our work is concentrated in four units:

- D.1 - Coordination, planning, impact, outreach strategy Unit;
- D.1 - Press office, relations with media Unit;
- D.2 - Events and local dialogues Unit;
- D.3 - Digital communication and IT strategy Unit.

Unit D.3 is composed of 28 colleagues distributed across four different teams: social media, Internet & Intranet, visual communication (incl. graphic designers for all type of communication channels) and IT coordination. We offer a convivial, dynamic working environment where a sense of initiative and team spirit are valued. We provide the possibility of flexible working hours and for personal and professional development.

Our main challenge ahead -and a very interesting one for any creative, hardworking and intellectually curious communicator, writer and art or editorial specialist- is clear: we must continue transforming the way we think visual communication into cross-media products that can serve analogue and digital channels altogether. Working across teams and entwine digital channels and tools is of the essence for us to remain at the forefront of digital communication.

Are you the talent we are looking for?

- Above all, you "think visual" and like to find the right balance between words and visuals;
- You are great with words and confident working across channels;
- You understand the variety of today's target audiences as an interesting challenge;
- You stay at the forefront of new trends in this area;
- You have a pro-active approach, ability to work across teams and have a strong sense of "teamwork" and service to your colleagues;

- You possess a sound grasp of communication, especially digital;
- You are motivated and able to work with teams;
- You have sense of responsibility and work well under pressure;
- You have a mind-set for availability and flexibility;
- You have excellent organisational skills and political awareness, you respect deadlines and are able to set priorities;
- You have a thorough knowledge of one official EU language and a satisfactory knowledge of a second language of the European Union. For functional reasons, a good knowledge of English or French is required. Knowledge of other official EU languages would be an asset.

What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible;
- Flexible working hours and teleworking opportunities subject to the needs of the service;
- An active talent management policy focusing on continuous development and training and a policy to encourage internal mobility;
- A friendly and dynamic working environment in which self-motivation, initiative and team spirit are valued;
- An institution that promotes equal opportunities, diversity and non-discrimination to help nurture a respectful and inclusive working environment and that is actively engaged in the consultation process prior to the adoption of EU legislation.

Are you interested in this challenge?

If you have the skills we are looking for and think you fit the profile above, please apply using the online application form: <https://candpvc.cor.europa.eu/FormPVC.aspx?m=i&culture=en> before noon on 09/04/2021.

Please remember to read carefully the appendix to this vacancy announcement.

The Secretary-General

(signed)

Petr Blížkovský

The [European Committee of the Regions](#) (CoR) is the political assembly which allows the views of regional and local authorities to be heard when European Union policies are being devised and legislation drafted. It is an advisory body which was created in 1994. Its consultative role allows its 329 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.
