



## Staff Vacancy Notice

Job title:	<b>Communications Assistant</b>
Starting date:	Immediately
Contract:	Permanent full time contract
Place:	Conference of European Churches General Secretariat, Brussels

**Description:** The Communications Assistant will work directly with the CEC Communication Coordinator on all aspects of communication. The Communications Assistant will be responsible for a range of activities, including website maintenance, social media, supporting CEC events, relating to CEC Member Churches, research, and general administrative tasks. The successful candidate will have an ability to work in a small, but multicultural environment and be willing to learn about CEC Member Churches.

### Tasks:

- Assisting Communication Coordinator with day-to-day activities
- Formatting and distributing press releases and newsletters
- Coordinate translation of press releases and other materials
- Managing, editing, and developing [www.ceceurope.org](http://www.ceceurope.org)
- Organizing meetings and events
- Developing and posting social media content to Facebook and Twitter
- Proofreading
- Coordinating the production of print resources
- Responding to requests for information from media and Member Churches

### Skills:

- Expert user of Microsoft Office Products
- WordPress CMS
- Facebook, Twitter, and general knowledge of social media strategy
- Proficiency in written and spoken English. Fluency in German a strong asset, knowledge of other European languages, including French, is desirable.
- Strong attention to detail and ability to prioritize work
- Knowledge of Adobe Creative Suite, MailChimp an advantage
- Basic graphic design, formatting, photography skills an asset
- Experience of three to five years in corporate communication or a related field is preferred



Conference of European Churches  
General Secretariat

---

**We offer**

- A pleasant atmosphere in a small European team
- A competitive salary package
- An international working environment
- CEC is an equal opportunity employer

Please send your application (CV + cover letter) in English, Ref. CEC-CA , to [cec@cec-kek.be](mailto:cec@cec-kek.be), attention of Erin Green **by 28 April 2017**.