

VACANCY

Communications & Projects

Junior Officer

ABOUT EARLALL

The [European Association of Regional and Local Authorities for Lifelong Learning](#) (EARLALL) is a Brussels-based network of regions aiming to contribute to EU policy-making and cooperate in projects in the field of lifelong learning, covering 11 regional and local authorities. Based on the unique strengths of every region and local authority, EARLALL facilitates regional collaborations and partnerships, as well as an open and rapid exchange of knowledge in a context of trust and confidence.

EARLALL covers a wide range of policies and initiatives in the following topics: mobility, lifelong guidance, ageing population, skills for the labour market, youth policies, integration of migrants, vocational excellence, skills for the green and digital transition, etc.

The network was established in 2001 under the initiative of regional governments willing to build solid cooperation in the field of lifelong learning.

POSITION

Role

The successful candidate will contribute to the development of the tasks below and build a strong profile for a future career, potentially in EARLALL or in the communication, regional or lifelong learning sectors in Brussels.

The candidate will support the work of the EARLALL team, with operational communication and EU-funded projects work. S/he will assist preparation of dissemination material for conferences, seminars, events, publications, etc. S/he will also be in charge of updating the social media and implementing digital, online and offline communication, including drafting newsletters, press releases and audio-visual materials. In addition, s/he will participate in events and conferences in Brussels or beyond in Europe.

Main duties

Website, social media and information material

1. Manage and update the EARLALL website with specific attention to events, news, working groups and EARLALL Academy sections.
2. Manage EARLALL social media accounts, choosing the appropriate social media channels for each message and target group
3. Write and publish news items on our website, collecting input from EARLALL projects, initiatives and members and publish articles on our website.

4. Design communication and promotional materials both for internal and external communications (newsletters, post-conference reports, presentations, leaflets, brochures, infographics, videos etc.).
5. Edit and send the monthly newsletter, collecting relevant topics from the EARLALL Network.
6. Prepare and design publications, videos, and other communication materials.
7. Experience in preparing publications, videos, and other communication materials
8. Support the Communications Manager with the development and implementation of EARLALL's communications strategy and Work Plan 2023-2028.

EU-funded projects

9. Conduct research and analysis related to project goals
10. Effectively disseminate outputs generated by EARLALL projects (e.g., policy papers, reports, press releases, stories) to targeted audiences.
11. Manage EARLALL communication activities in EU projects.
12. Assist in the preparation of project proposals to facilitate the submission process.

Working Groups and EARLALL Academy

13. Support in the organisation of events (physical and virtual): EARLALL Working Group meetings and EARLALL Academy plans.
14. Support the development of Work Group annual work plans for both, Working Groups and EARLALL Academy.

Administration

15. Support the Communication Manager.
16. Leading in the organisation of physical and virtual events (organisation, reports, minutes, photos, videos etc.).
17. Active contribution to the day-to-day operations

Profile raising and occasional duties

18. Be prepared to take on out-of-hours activities - receptions, dinners, etc.
19. Occasional trips to different European countries to represent EARLALL.

Candidate profile

- Master's degree or advanced degree in a related discipline (EU project management, International Affairs, Political or Social Science, Communications, PR, Journalism, etc.);
- A minimum of 1 to 3 years experience in operational communications or EU project management;
- The candidate must possess a valid work and travel permit for the European Union.
- Experience with EU-funded projects (Erasmus +, Horizon Europe and/or Interreg Europe-funded projects);
- Excellent command of English, both spoken and written, another European language is a plus;

- Proficiency with MS Office, Canva and Social Media, eager to keep up-to-date with new communication tools and practices;
- Experience in managing social media, newsletters and websites, and handling promotional campaigns;
- Ability to use website building tools (WordPress, Wix,);
- Ability to work in a multi-national environment; excellent interpersonal skills;
- Self-motivated, creative, highly organized, and able to work efficiently and autonomously;
- Interested in innovative projects on lifelong learning, vocational education and training or adult education;
- Flexible and proactive with the ability to take on responsibilities;
- Interested in continuous learning;
- Willingness and ability to travel as required.

Conditions

- The starting date is preferably the 1st of October 2024.
- A one-year contract in Belgium for a full-time position with the likely option to extend it.
- Location: Brussels (Belgium)
- Autonomy to organise your work and flexible working conditions.
- A competitive salary based on experience and additional benefits.

Application procedure

Please if interested send **a letter of motivation** and **a CV** (to max. 1 page each) by email in **English** with the title **Application Junior Officer: Name + Surname** at earlall@earlall.eu by 21.09.24.

More information is available at www.earlall.eu.