



EU-LAC Foundation
Fundación EU-LAC

EU-LAC International Foundation

TERMS OF REFERENCE

Consulting Services: Junior Professional - Communications and Public Affairs

July 2026

The European Union – Latin America and the Caribbean Foundation (EU-LAC Foundation) is an international organisation created by the Heads of State and Government of the Member States of the European Union and the States of Latin America and the Caribbean.

The EU-LAC Foundation serves in particular to strengthen the cooperation between the EU and LAC regions fostering intercultural exchange, notably through the participation and inputs of actors of the civil society. It aims to enhance the visibility and presence of the EU and LAC in the partner region as well as the profile of the bi-regional partnership in the wider world. The EU-LAC Foundation's headquarters are located in Hamburg, Germany.

We are currently seeking a consultant which can act as a:

Consultant: Junior Professional Communications and Public Affairs

Expected Start Date: September 1st, 2026

Duration: six months – with possibility of renewal

Part-time position: 50% - 20 hours per week

Remote Work: is possible from any EU country

Due date for applications: July 21st 2026, end of date CEST

Tasks

In close coordination with the Program Monitoring and Institutional Relations Officer, the consultant will:

- ☐ Assist the EU-LAC Foundation's in the implementation of its communication strategy;
- ☐ Maintain and regularly update content on the organisation's website, including news, events and other relevant information;
- ☐ Develop, schedule and publish engaging content for the organisation's social media channels (LinkedIn, X, Instagram, Facebook, YouTube, Vimeo and others), contributing to the optimisation of audience reach and engagement;
- ☐ Prepare, manage and disseminate the EU-LAC Foundation's quarterly newsletter
- ☐ Support relations with media representatives and monitor media coverage;
- ☐ Monitor and analyse communication performance indicators, including website and social media metrics, and prepare reports on communication activities and results;



- ☐ Support the communication and visibility of the EU-LAC Foundation's events through the preparation of communication materials, multimedia content production, and disseminating event-related information;
- ☐ Support the preparation of reports, speeches, presentations and briefing materials, as required.
- ☐ Contribute to ensuring the consistent application of the organisation's visual identity and style guidelines across communication materials and publications;
- ☐ Draft, proofread and edit communication materials and documents intended for the organisation's stakeholders and the general public;

General Requirements

- ☐ Be a national of an EU, Latin American or Caribbean country, legally residing in a Member State of the European Union and authorised to work without the need for visa sponsorship by the EU-LAC Foundation.
- ☐ At least bachelor's degree in journalism, communication, public relations or related field, attested by a diploma;
- ☐ At least one (2) years of relevant working experience;
- ☐ Previous experience in communication activities within international organisations, cooperation agencies, think tanks or non-profit organisations would be an asset;
- ☐ Knowledge of and interest in the bi-regional relationship between the European Union and Latin America and the Caribbean;
- ☐ Knowledge of media in one or more countries of the partnership;
- ☐ Very good knowledge and fluency in English and Spanish, German would be an asset;
- ☐ Knowledge of other languages of the partner regions would be an asset;
- ☐ Experience in technical and financial management of international cooperation programmes would be an asset.

Technical Requirements

- ☐ Experience in creating and editing digital communication products, including social media content, infographics, newsletters and basic audiovisual materials;
- ☐ Proficiency in Canva and other content creation tools; knowledge of Adobe Creative Suite would be an asset;
- ☐ Experience in managing and updating websites through Content Management Systems (CMS), preferably Drupal;
- ☐ Experience in using video editing applications, such as CapCut or similar tools, for the production of short audiovisual content;
- ☐ Experience in using Mailchimp for newsletter design, distribution, audience management and monitoring readership and engagement metrics;
- ☐ Knowledge of social media analytics and website monitoring tools (e.g. Meta Business Suite, LinkedIn Analytics, Google Analytics);

Other Requirements

- ☐ Excellent oral and written communication skills;
- ☐ Ability to multi-task and manage pressure and conflicting demands;
- ☐ Good time management skills and set priorities properly;
- ☐ Attention to detail and precision in execution;



- ☐ Team spirit and capacity to interact within a multicultural and multilingual environment.

We offer:

- ☐ A demanding and versatile work;
- ☐ A dynamic and stimulating working environment;
- ☐ Fair remuneration;
- ☐ An attractive workplace in the heart of Hamburg.

Terms of Contract

- ☐ Part-time (20 hours per week) temporary contract (up to 16 months);
- ☐ The fees will be according to the level of formal education and professional experience of the successful company/person.
- ☐ Interested companies must be legitimately incorporated in an EU-LAC country and be able to issue invoices.
- ☐ The selected company will sign a service provision contract with the EU-LAC Foundation.
- ☐ The EU-LAC Foundation reserves the right to accept or reject any proposal, in whole or in part, without the obligation to justify its decision.
- ☐ The EU-LAC Foundation also reserves the right to withdraw from a contract, without the obligation to justify its decision.

Application procedure

- ☐ Please send your job application including a resume, motivation letter **with consulting fees expectations**, transcripts and/or certifications of academic studies, language skills and professional experience by e-mail to Mr. Juan Etchart, the Finance & Administration Director at jetchart@eulacfoundation.org using "**Junior Professional - Communications and Public Affairs**" as the subject line, **no later than July 21st, 2026, end of day CEST**.
- ☐ Only shortlisted consultants will be informed about the status of their application.

Data protection

All personal data collected during the process will only be used for the purposes of these procedures and will in no case be transmitted to any third party. Any data provided will be treated in the strictest confidence and with high standards of security.

All documents provided to the Foundation during the procedure will be kept in the Foundation's files and will not be returned to service provider. Offer documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to the Foundation. After this period the personal information is destroyed.

Equal Opportunity

The EU-LAC Foundation applies an equal opportunities policy and accepts applications without distinction on grounds of age, race, political or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

PLEASE NOTE THAT DUE TO THE LARGE VOLUME OF OFFERS WE RECEIVE,
ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED. IF YOU HAVE NOT BEEN
CONTACTED WITHIN 2 WEEKS OF THE DEADLINE, THEN UNFORTUNATELY ON



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THIS OCCASION YOUR OFFER HAS NOT BEEN SUCCESSFUL.