



EU-LAC Foundation Fundación EU-LAC

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 recruiting a:

Junior Professional - Communications and Public Affairs (m/w/d)

Temporary position: 12 months, starting in February 2021

Due date for applications: January 15th, 2021

Tasks

You are responsible for managing the overall institutional communication of the Foundation, as well as its major communications & public relations activities, directly reporting to the Executive Director. Key responsibilities include:

- Finalise and execute the already drafted communication strategy, clearly defining, among others, our main institutional messages and our key audiences.
- Assess, further develop and manage our broad range of communication tools, especially:
 - o Maintain and update information on the EU-LAC Foundation's website and the Wikipedia entry, including the news and events section with information on the activities of the Foundation;
 - o Conceptualize and produce content for social media platforms, optimizing its use and outreach;
 - o Draft press releases and op-eds under the guidance of the Executive Director;

- o Conceptualize, prepare, launch and follow-up on public awareness campaigns;
 - o Identify effective visibility material and manage its acquisition according to the visibility and purchasing guidelines of to the Foundation;
 - o Identify potential new instruments/platforms for better approaching our target groups.
- Set up and/or maintain the set of qualitative and quantitative indicators to measure progress and quality of results;
 - Draft, proofread and edit documents for distribution amongst the Foundation's stakeholders and general public;
 - Assist the organisation of seminars, workshops, conferences, colloquia and other events, including logistical coordination, preparation of material and draft texts for public information;
 - Support, as needed, in the elaboration of reports, speeches and presentations.
 - Attend other requests by the Executive Director and general support to the team.

General Requirements

- Be a national of an EU, Latin American or Caribbean country;
- At least Bachelor's Degree in Journalism, Communication, Public Relations or related field, attested by a Diploma;
- At least one (1) year of relevant working experience;
- 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.

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.

Terms of Contract

- Full-time temporary contract (12 months);
- The remuneration will be adjusted to the level of education and professional experience of the successful candidate;
- Expected start date: February 2021.

Application procedure

- Please send your job application including a resume, motivation letter with salary expectations, transcripts and/or certifications of academic studies, language skills and professional experience by e-mail to recruitment@eulacfoundation.org using **"Junior Professional - Communications and Public Affairs"** as the subject line, **no later than January 15th, 2020**.
- Only shortlisted candidates will be informed about the status of their application. The written evaluations and interviews will take place between January 18th and 29th, 2021. Please block 3 hours for the written exercise and 30 minutes for the interview (exact dates and time to be agreed).

Data protection

All personal data collected for the Foundation's recruitment 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 recruitment procedure will be kept in the Foundation's files and will not be returned to applicants. Application 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 APPLICATIONS WE RECEIVE, ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED. IF YOU HAVE NOT BEEN CONTACTED WITHIN 2 WEEKS OF THE DEADLINE, THEN UNFORTUNATELY ON THIS OCCASION YOUR APPLICATION HAS NOT BEEN SUCCESSFUL.