

WE ARE HIRING!

SOLIDAR FOUNDATION IS LOOKING FOR A COMMUNICATION AND ADVOCACY OFFICER

Are you an engaged and committed person looking to make a difference? Are you passionate about human rights and social justice? Are you a good and professional communicator with the ability to lead and develop SOLIDAR's campaigns and communication efforts during the new European institutions' cycle?

If yes, then SOLIDAR might have a position for you: **SOLIDAR Foundation is looking for a Communication and Advocacy Officer to lead its communications work and the implementation of communications and advocacy actions in relation to EU policies for a just transition, social justice, popular education and international relations.**

We are looking for a person with documented communication skills in terms of campaign development, content management, design and publications. You are expected to work autonomously and proactively in relation to SOLIDAR's presence across platforms, making sure that we maintain coherent and engaging content and profiles. You are also able to creatively contribute to our brand development and growth as well as our position in the European context. You should feel as comfortable supporting and consulting teams in their communications efforts as driving, writing, and producing content yourself. You will be working closely with the Secretary General and assisting in their communications responsibilities directly. SOLIDAR & SOLIDAR Foundation is currently developing our coming five-year strategy, and this position will be key to finalise the sections on communications and advocacy. Lastly, you are expected to be relationship and cooperation oriented, enjoying working closely with others on a range of topics and tasks as you will find yourself embedded in most of the work of SOLIDAR as well as in relation to contacts with our progressive partners and large membership network.

Your main tasks will be to:

- Write, produce, and publish engaging and compelling communication in English, such as articles for the website and social media, newsletters, press releases, presentations, visuals, and videos;
- Manage and develop SOLIDAR online spaces, including SOLIDAR website, including service provider contacts and related payments.
- Oversees the communications-related content that SOLIDAR & SOLIDAR Foundation make publicly available, including its Annual Report.
- Coordinate, organise and delivery of online and in person events;
- Develop and implement SOLIDAR's new Strategy and ensuing workplan, as well as SOLIDAR's communication activities and tasks;
- Support internal communications, including membership relations and development.
- Work closely with policy teams to plan and implement campaigns, as well as other advocacy-related actions;
- Foster relations with the Communications community in Brussels and among SOLIDAR's members;
- Assist with the administrative tasks associated with the Communications work of the network.

Key skills and competences:

- Relevant academic background or related work experience in the field of communication, advocacy, digital skills etc.

SOLIDAR is a European and worldwide network of NGOs striving to advance social justice through a just transition in Europe and worldwide. SOLIDAR brings together over 50 member organisations, working together on Social Affairs, International Cooperation and Lifelong Learning.

- Great knowledge of social media channels, campaigns, monitoring and reporting.
- Excellent writing skills to draft news articles in a clear and concise form;
- Excellent command of English (written and spoken);
- Proven experience working with social media scheduling tool (Hootsuite) and WordPress;
- Proven experience working with Design tools (Canva, Adobe Photoshop);
- Proven teamwork and collaborative skills.
- Project management skills, including ability to plan and prioritise tasks;
- Proactive attitude, learner, eye to detail and capacity to work autonomously.
- Familiarity with the functioning of EU institutions and EU level organisations.

Desirable:

- Good knowledge and understanding of civil society organisations and their conditions in Europe or internationally.
- Familiarity with video-editing;
- Experience from activism, volunteering, or internships in progressive civil society organisations or political parties.
- Knowledge of another SOLIDAR language: French, German, Italian, or Spanish.

Conditions:

Full time contract (CDI) at our office in Av des Arts 50 in Brussels, Belgium.

Conditions according to Belgian legislation.

- Salary as per SOLIDAR salary grid
- Holiday allowance and 13th month pay
- Representation allowance, transport allowance, lunch vouchers and hospitalisation insurance
- Preferred starting date: January 2025

Tentative starting date, duration, and location:

15 January 2025

The position is full-time and based at SOLIDAR offices in Av. Des Arts 50 in Brussels.

How to apply:

If you are interested, please send the following documents by **13th December, 23:59**

1. Your CV (2 pages maximum);
2. A cover letter (1 page maximum) which should clearly state: why you think you are suited for this position in relations to skills and competencies required, your motivation to work at SOLIDAR; when you would be available to start.

Your application should be addressed to communications@solidar.org.

Please use the subject line '*Communication and Advocacy Officer application – Your Surname*'.

- Please note that due to the high number of applications, only shortlisted candidates will be contacted. Thank you for your understanding.