

The **European Centre of Excellence for Civilian Crisis Management e.V. (CoE)** is looking for a **Social Media and Communications Student Assistant (f/m/div)** for 80 hours per month. The position is initially limited to three months with the possibility of extension by mutual agreement. The place of work is Berlin. The position is foreseen to be filled as soon as possible.

The Berlin-based CoE was opened in September 2020 during the German EU Council Presidency upon the initiative of the Federal Foreign Office. Its aim is to strengthen civilian crisis management. The CoE is a service provider for the EU Member States and the EU institutions and services, especially the European External Action Service (EEAS). It is a knowledge hub for the collection and exchange of national models and experiences ("good practices and processes") and for the development of concrete ideas on how European civilian crisis management can be further developed. The CoE currently has 23 members, all of them EU Member States. The CoE is financed by a grant from Germany's Federal Foreign Office, and by financial contributions from its members. The team of the CoE consists of core staff as well as personnel seconded to the CoE from its members.

The Student Assistant is assigned to the Head of the Director's Office and shall support the Junior Policy Officer Public Relations in their work.

Tasks and Responsibilities:

- Support the development and execution of communications tasks and projects for the CoE, in close collaboration with the Policy Officer for Public Relations, Junior Policy Officer for Public Relations and the Head of the Director's Office.
- Provide communications, administrative, data analysis, and project management support for the CoE team, e.g. reports, content, documents formatting (corporate identity), material development.
- Support developing and implementing social media content and relevant input.
- Support website management and content development (in CMS Typo3).
- Assist in the development of content for stakeholders, e.g. fact sheets and infographics.
- Contribute as needed to audiovisual products such as videos and podcasts.
- Take over other necessary tasks.

Required Profile:

- Currently enrolled in a Master's program in communications, journalism, political science, EU affairs or a related field.
- Bachelor's degree in communications, journalism, political science, EU affairs or a related field, or equivalent combination of education and experience.
- First work experience in communications, journalism, media or a related field.
- Excellent oral and written communication skills in English.
- Analytical, research and writing skills.
- First experience developing and managing social media outreach campaigns. Experience with social media content management and analytics platforms, such as Hootsuite.
- Experience in editing and publishing website content through a Content Management System, preferably Typo3.
- Awareness of equality, diversity and inclusion needs and challenges in communications.
- Adept project management skills, willingness to learn, and a proactive work style.
- Interest in EU foreign policy and civilian crisis management.
- Experience in scripting, producing and editing videos and podcasts.
- Preferably graphic design and multimedia development experience, particularly using Adobe Creative Suite and/or similar software packages.

Our Offer:

- A rewarding position in a young and dynamic organisation
- The opportunity to gain valuable communications experience
- Fair compensation (€ 13.00 per hour, gross)
- Collegial atmosphere in an international team
- State of the art equipment and spacious, wheel-chair accessible office in the heart of Berlin
- Options for teleworking as well as flexitime

We highly value diversity and therefore expressly welcome all applications - regardless of cultural, social or ethnic origin, gender, religion or belief, disability, age or sexual identity.

People with severe disabilities and people of equal status are given preferential consideration in the case of equal suitability in accordance with the legal requirements.

Your application should include the following **documents and supporting evidence**:

- Letter of motivation
- Curriculum vitae (and portfolio, if applicable)
- Proof of enrollment in a Master's program in Germany

Please send your application **(in English, via email in one single PDF file)** exclusively to application@coe-civ.eu by **Sunday, 15 September 2024, 23:59 (CEST)**. Please note that applications will be assessed on a rolling basis.

If you have any questions, please contact Niamh Punton, Junior Policy Officer for Public Relations at niamh.punton@coe-civ.eu.