

The **European Centre of Excellence for Civilian Crisis Management e.V. (CoE)** is looking for a full-time **Junior Policy Officer Public Relations (f/m/div)**. The position is foreseen to be filled by the end of April 2024, at the latest. The position is initially limited to two years. The place of work is Berlin.

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, 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 has currently 23 members, all of them EU Member States.

The advertised position of Junior Policy Officer for Public Relations Management is assigned to the Head of Director's Office and is under the supervision of the Policy Officer for Public Relations. The Director's Office ensures the smooth running of our still young organisation and enables the Director to strategically develop the CoE's activities across all its departments and teams.

The CoE is a dynamic and unique organisation, operating at the intersection of EU Member States, EU institutions in Brussels and civilian CSDP missions in the field. The CoE offers an excellent work environment for personal and professional development and the chance to grow in a rewarding role that contributes to improving the EU's crisis management around the world!

The **main tasks** of the Junior Policy Officer Public Relations are:

- Participating in the development and execution of communications strategies and projects for the CoE and its members, in consultation with the Policy Officer for Public Relations.
- Providing communications, administrative, data analysis, and project management support for the CoE team, including developing reports, content, formatting documents (corporate identity), designing materials.
- Playing a key role in developing and implementing a social media content calendar and driving effective campaigns based on audience insights.
- Leading on website management and content development in CMS Typo3.
- Developing content for stakeholders, informing them about our work on civilian crisis management, e.g. through fact sheets and infographics.
- Promoting key messages through audio-visual means such as videos and podcasts.
- Working directly with CoE members and partners, representing the CoE to all those with whom we engage.

Required Profile:

- Bachelor's degree in communications, journalism, political science, EU affairs or a related field, or equivalent combination of education and experience.
- 2-3 years of experience in communications, journalism, policy research, public diplomacy or a related field.
- Excellent oral and written communication skills in English.
- Strong analytical, research and persuasive writing skills.
- Demonstrated experience developing and managing social media outreach campaigns on LinkedIn and X. Experience with social media content management and analytics platforms, such as Hootsuite and Audiense.

- 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.
- Experience in managing relationships with external software development and communications support teams.
- Adept project management skills, strong work ethic, attention to detail, time management, ability to prioritize, critical thinking, problem solving, adaptability, willingness to learn, and a proactive work style.

Preferred Profile:

- Interested in EU foreign policy, with any specific knowledge on civilian crisis management.
- Experience working on communications and outreach strategy development.
- Experience in producing and editing videos and podcasts.
- Graphic design and multimedia development experience, particularly using Adobe Creative Suite and/or similar software packages.
- Excellent oral and written communication skills in one or more additional EU member languages.

Our offer:

- A position of responsibility with room to maneuver in a young and dynamic organisation.
- The CoE as a recipient of institutional funding from the Federal Government is bound to not exceed the conditions of the collective agreement for the public sector. Maximum paygrade for this position is E11/1-2 subject to qualifications and relevant experience as predefined in [TVöD Bund](#).
- Collegial atmosphere in an international team.
- State-of-the-art equipment and spacious, wheelchair-accessible office in the heart of Berlin.
- Options for teleworking and flextime.
- Opportunities for vocational training.
- 30 days of annual leave with 24 and 31 December as additional leave days.

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

Your application (**in English and in one single PDF**) should include the following **documents and supporting materials**:

- Letter of motivation
- Curriculum vitae
- Work or internship reference letters and evidence such as language certificates or well-founded statements on the knowledge and competences mentioned in the job profile.
- Graphic design portfolio or samples (if applicable).

Please include in **one sentence your eligibility to work in Germany** (stating e.g. EU citizenship, a valid work-permit or job-seeker visa for Germany or the EU).

Please send your application **via e-mail in one PDF document exclusively** to application@coe-civ.eu **by 3 March 2024 at 23:59 CET**.

If you have any questions, please contact Adam Jennison, Policy Officer for Public Relations at adam.jennison@coe-civ.eu.