

Job Description

PROJECT COMMUNICATION OFFICER

Scope:

As a **Project Communication Officer**, you will be joining our international team at **ALL DIGITAL AISBL**, in Brussels.

ALL DIGITAL is a European association working to enhance digital skills across Europe. We support our members in equipping all people with digital skills, with confidence, and with a mindset that allows them to understand how digital transformation can contribute to a greener, more sustainable, inclusive, and cohesive growth of the society. As well we work to let people understand how digital competences can enhance their personal and professional development.

You will be responsible for implementing EU-funded projects and related activities, leading communication and dissemination tasks, contributing to exploitation, policy advocacy and fundraising efforts, and developing services for ALL DIGITAL members.

You will report to the Chief Executive Officer of ALL DIGITAL.

Key Responsibilities and main tasks:

- Lead communication and dissemination work packages and tasks in EU-funded projects where ALL DIGITAL is either the coordinator or a partner.
- Develop and implement communication strategies of projects, identify potential partners, activities and opportunities.
- Prepare project deliverables and dissemination reports.
- Manage project-level communication, including messaging, platforms, channels, materials and graphic profile.
- Plan, develop and maintain project websites, social media channels and platforms.
- Oversee online and offline publications and other communication materials.
- Organise and ensure communications coverage of project events.
- Develop media contacts and networks and keep internal database of contacts updated.
- Support the organisation of meetings, events, General Assembly, ALL DIGITAL Summit, ALL DIGITAL Weeks campaign etc.
- Contribute to fundraising efforts by writing and submitting project proposals and tenders, when required.

Required knowledge, competences and experience:

- Academic degree within a relevant field (e.g. marketing & communications, digital media, journalism etc.) or comparable.
- Proven and significant professional experience of at least 3 years in a similar role, possibly in an international environment.

- Excellent communication skills, both verbally and in writing, and extensive experience in using and communicating through the social media and other communication channels.
- Excellent writing skills and proven experience in developing reports based on project results.
- Experience in managing websites, social media accounts and community engagement platforms, ability to analyse and prepare reports on website and social media engagements.
- Capacity to design and develop dissemination materials e.g., info graphics, project leaflets etc.
- Excellent command of English (C1 spoken and written).
- Computer skills including the use of Microsoft Office tools, Wordpress CMS, and the ability to solve small IT problems.
- Able to work well in an international environment in a multicultural team.
- Well-organised with an eye for detail.
- Ability to take the initiative, prioritise tasks and work under set deadlines.
- Flexibility to travel for work.
- Hands-on and result-oriented, with a can-do mentality.
- Strong & well-developed interpersonal skills.
- A good team player able to work independently.

Desirable competencies and experiences:

- Experience in the field of digital skills development, digital education, digital inclusion, and the use of digital technologies.
- Experience in working with or within a membership-based organisation.
- Experience in managing and facilitating online communities.
- Experience in stakeholder management and relationship-building.

General Conditions:

- **Starting date:** October 2022 or as soon as possible.
- **Employment conditions:** Full-time work contract under the Belgian law. The employee will be based at the ALL DIGITAL Office in Brussels. ALL DIGITAL is characterised by a multicultural work environment and English is the official language.
- **Salary scale:** Competitive annual gross salary plus other benefits (e.g., transportation allowance, lunch vouchers, distance work allowance, pension saving, group hospitalisation insurance). Salary is agreed according to the job profile and years of professional experience, in line with to the organisation's remuneration policy.

How to apply:

- If you are interested in this position, please send your **CV and motivation letter in English** to jobs@all-digital.org, with the subject line "**Projects Communication Officer – First name Last name**".
- In the body of the email, please copy in: "I hereby consent that my personal data is processed by ALL DIGITAL AISBL for recruitment purposes" so that we have your written consent to follow up on your application.

- In your email, please mention the source where you came to know this job announcement.
- Only shortlisted candidates will be contacted.
- Candidates must have the right to live and work in Belgium.
- Application deadline: **ongoing**
- **Selected candidates will be invited for interview on a rolling basis (so please apply early)!**