



## **Autism-Europe recruits a communications officer**

Autism-Europe is an international association whose main objective is to advance the rights of autistic people and their families and to help them improve their quality of life.

Autism-Europe (AE) recruits a communications officer for its Brussels based Secretariat. Reporting to the director and the communications manager, the communication officer will support the implementation of communications strategies for advocacy campaigns and EU projects. The successful candidate will also support the internal and external information tools, media relations, publications, online presence and events as well as support the development and implementation of AE work on fundraising.

**Start date: by February 2023**

The deadline for applications is **December 15<sup>th</sup> 2022**.

### **Job description:**

#### **Communications**

- Content writing and editing of AE publications
- Manage social media channels and websites
- Design appealing and didactic digital and offline content (such as videos, teasers, banners, infographics, etc.).
- Contribute to internal communication and liaising with members
- Contribute to the organization of meetings and events
- Represent AE at events and meetings across Europe

#### **European projects and fundraising**

- To support the development, monitoring and monitoring of EU projects' dissemination strategies
- Support the delivery of project reports about ongoing projects
- Implement fund-raising activities

### **Requirements for the position:**

#### **Essential:**

- Higher degree in communications/journalism
- 1-3 year experience in Communications, PR, and/or media industries
- Excellent writing skills in English (near native proficiency)
- Ability to understand and communicate complex technical information in a concise and clear manner
- Experience in effectively managing promotion and outreach through websites, newsletter mailing system (Mailchimp) and social media
- Strong graphic design, art/illustration, and visual storytelling background with a creative aesthetic
- IT proficiency (MS Office tools and - Adobe Creative Suite)
- Attention to details

- Fast-learner and ability to work to tight deadlines
- Good interpersonal skills
- Ability to function in small team and work autonomously
- Enthusiastic about promoting understanding of autism

### **Desirable**

- Familiarity with autism
- Experience in the field of EU policy, social affairs and disability
- Good knowledge of accessibility issues
- Experience in EU projects
- Familiarity with the international non-profit sector
- Fluency in French

### **Terms:**

One-year contract according to Belgian law, with possibility of renewal.

The selected person must have a valid permit to work in the EU and live in Belgium.

The workstation is the Autism-Europe headquarters in Brussels (BE).

Competitive salary depending on experience and qualifications, plus benefits (13<sup>th</sup> month, luncheon vouchers).

### **Application process:**

- Please send your CV and a cover letter and details of two persons who can be contacted for references to: **secretariat@autismeurope.org** with 'Communications officer: YOUR NAME' in the subject field. The applications will be processed in full confidentiality.
- The deadline for applications is **15<sup>th</sup> December 2022**. Only short-listed candidates will be contacted.
- Shortlisted candidates will be invited for an interview and an assessment in our Brussels office or online.

**More information:** <https://www.autismeurope.org/>