



## **Autism-Europe recruits a communications manager Brussels, Belgium**

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 manager for its Brussels based Secretariat. Reporting to the director, the communications manager will develop and implement communications strategies for advocacy campaigns and EU projects. The successful candidate will also manage 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.

### **Job description:**

#### **Communications**

- Developing, implementing and monitoring Autism-Europe's communications strategy.
- Drafting and editing of Autism-Europe's publications, internal and external communications
- Liaising with designers and printers to produce high-quality materials
- Managing awareness-raising campaigns – in particular around World Autism Awareness Day
- Managing AE website and social media channels
- Design and develop digital content (such as videos, teasers, banners, infographics, reports, etc.).
- Developing press contacts and promoting AE visibility in media
- Contributing to internal communication and liaising with members
- Contributing, as necessary, to the organization of governing bodies meetings as well as conferences and events
- Representing AE at events and meetings across Europe

#### **European projects**

- Developing, implementing and monitoring EU projects' dissemination strategies
- Supporting the Director in drafting project applications and dissemination reports about ongoing projects

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

#### **Essential:**

- Higher degree in communications/journalism
- Minimum 5 years relevant work experience in Communications, PR, and/or media industries
- Excellent written and verbal communication in English.
- Enthusiastic about promoting understanding of autism and disability rights
- Excellent analytical skills
- Experience in website management (good understanding of information architecture; website ergonomics and accessibility)
- Experience in effectively managing promotion and outreach through websites, newsletter mailing system and social media
- Strong graphic design, art/illustration, and visual storytelling background with a creative aesthetic

- Video editing skills, including technical skills
- Excellent IT knowledge (MS Office tools and Adobe Creative Suite)
- Good conversational skills to use with members and external stakeholders
- Experience of fund-raising and crowd-funding tools is a plus
- Demonstrated ability in managing multiple projects simultaneously
- Strong organization and time management skills to prioritize tasks effectively and respect deadlines
- Attention to details and accuracy
- Ability to travel abroad for project meetings

### **Desirable**

- Knowledge in the field of EU policy, social affairs and disability
- Fluency in French
- Experience in European projects, including research projects (Horizon Europe, Erasmus+)
- Additional degree in European Policy / Social Science / similar field
- Familiarity with the international non-profit sector
- Familiarity with autism

### **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).

**Start date:** ideally February 2024

### **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 Manager: YOUR NAME' in the subject field. The applications will be processed in full confidentiality.
- The deadline for applications is **8<sup>th</sup> January 2024**. Only short-listed candidates will be contacted.
- Shortlisted candidates will be invited for an interview and an assessment in our Brussels office or online in January 2024.

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