



Staff Vacancy Notice

Job title:	Communication Coordinator
Reports to:	General Secretary
Starting date:	1 st September 2014
Contract:	Permanent full time contract under Belgian law
Place:	Brussels

The Communication Coordinator will report to the General Secretary. The role of the Communication Coordinator is to develop and implement the communication strategy of the [Conference of European Churches](#) (CEC) in collaboration with relevant staff. The successful candidate will also be responsible for raising awareness to CEC and its work through print and online media. The successful candidate will be joining a small team of staff at one of Europe's leading ecumenical organisations.

CEC itself is an ecumenical fellowship and was founded in 1959 having active associates and networks in most European countries. The mission of CEC is to pursue together the path of growing conciliar understanding by helping the European Churches to renew their spiritual life, to strengthen their common witness and service and to promote the unity of the Church and peace in the world. Our vision is to seek in faithfulness to the Gospel the reconciliation and common witness of the Churches to build a humane, socially conscious and sustainable Europe at peace with itself and its neighbours, in which human rights and the basic values of peace, justice, freedom participation and solidarity prevail.

CEC links its constituency with the European Union's Institutions, the Council of Europe, OSCE, NATO and the UN (on European matters). Its task is to help the churches study church and society questions from a theological and socio-ethical perspective, especially those with a European Dimension, and to represent common positions of the member churches in their relations with political institutions working in Europe.



Duties and responsibilities

Strategy

- Develop and implement CEC's communication strategy
- Undertake the necessary monitoring and evaluation activities to determine the success or otherwise of communications strategies of CEC
- Contribute expertise in the areas of media and online engagement and public outreach to CEC's overall strategic planning
- Draft and/or proofread Press Releases and communication

Public presence

- Raise public awareness and influence public opinion positively around key issues
- Ensure that the CEC website is updated and steadily improved by posting articles, blogs, videos and other educational content, and by overseeing all website copy to ensure quality
- Develop new and creative communication streams (i.e. podcasts and video)
- Assist in updating and developing CEC's presence on social media networks
- Respond or ensure that public enquiries are responded to
- Publish the Annual Report

Media

- Build relationships and contacts with relevant church related journalists throughout Europe
- Review CEC's work and research regularly in order to identify possible stories, then undertake proactive media engagement, including writing press releases and pitching feature articles
- Respond to all media enquiries in a timely and accurate fashion
- Organise press conferences as required and brief journalists as required, draft reactive statements and letters to editors
- Produce media briefings for press conferences and events as required
- Arrange media interviews for CEC staff and draft briefings when appropriate
- Ensure that all CEC media coverage is recorded for dissemination to funders and for staff research purposes.

Fundraising

- Contribute material concerning CEC's communication programme to funding proposals and reports where appropriate



Candidate profile

- General understanding on the Church related sector, a prior experience in a Church or Church organisation being an advantage
- In-depth knowledge and experience of the European Institutions
- Excellent communication and interpersonal skills, including diplomacy, discretion and confidentiality
- Positive and constructive attitude in an evolving environment
- Ability to work on own initiative and as part of a team, and willingness to “pitch in” as required in a small organisation
- Demonstrable experience of communicating complex and nuanced issues to the media
- Willingness to work outside normal office hours and to be on call as required, willingness to travel
- University degree in communications or journalism, or equivalent by experience
- English native, fluency in French and another European language
- Experience in a non-profit organisation is an advantage

We offer

- An international working environment located in Brussels (Rue Joseph II 174, 1000 Brussels)
- A pleasant atmosphere in a small European team
- A competitive salary package

Applications

Electronic applications:

Please provide samples of your work. The motivation letter + CV in English and at least 2 recent reference letters in English should be addressed to Rev Dr Guy Liagre and sent to eng@cec-kek.be Reference code CEC-CC by **Wednesday 15 May 2014**.

Interviews will be held in Brussels on **Monday 26 May 2014**