

We hire a Communications Officer!

Published: 02/10/2017

Starting date: 02/01/2018

Submission deadline: **29/10/2017**

Contract duration: 2 years (with the possibility to extend)

Energy Cities is looking for a talented and motivated storyteller to create engagement around the great energy-related initiatives that are out there in cities. As our new Communications Officer, you would be involved in:

- Energy Cities' communications and campaign activities
- The European Covenant of Mayors communications strategy
- The operational & strategic tasks together with our communications team



WHAT WILL BE YOUR TASKS

Energy Cities' communications and campaign activities

- Define a strategy, manage content and create engagement in our digital communication channels
- Develop media and campaign strategies
- Liaise with web developers, translators, graphic designers
- Write and edit articles, interviews, city best practices, background stories for our annual magazine EC INFO, blog and newsletter
- Layout short policy or corporate documents, prepare infographics
- Implement communication activities of EU-funded projects

EU Covenant of Mayors communications

- Identify media opportunities, draft press releases and articles for the local, national and European media
- Support the "media desk", handling requests about the Covenant of Mayors initiative
- Support the production of multilingual publications and other communication materials
- Identify topics and interview opportunities for the Covenant of Mayors blog and newsletters, draft text and ensure wide dissemination
- Liaise with subcontractors for design, translation and production of promotional materials
- Support the Covenant of Mayors website management, including the regular update of contents
- Contribute to the Covenant of Mayors activities on social networks

WHAT CAN YOU EXPECT

You'll be working with a committed and fun team with people of diverse backgrounds and nationalities. At Energy Cities, each staff member is unique and so is the way we have organised the entire team. Since 2010 we are running our offices using the "holacratic" management method.

[Holacracy](#) is a radically new mode of organisation and governance based on collective intelligence and far away from the traditional rigid hierarchy known from classic companies. In our team, people are working in closely cooperating teams that are very autonomous and take their own decisions. Each of us is a leader in their own right. "Bottom-up" is not only a buzz word for us.

Regular operational meetings allow us to focus on next-actions, not endless analysis. Governance meetings deal with recurring issues. Major decisions are collectively made by the management team composed of the executive and managing directors and team leaders.

WHAT DO WE EXPECT

Requirements

- At least 4 years professional experience in communications or media
- Master's degree in (digital) communications
- Native English level or equivalent and very good command of French, other EU languages an advantage
- Proven ability to tell stories clearly and compellingly for a range of audiences, even on complex technical or political topics
- Experience and up-to-date knowledge of digital communications including website and social media management
- Good command of CMS systems and graphic design software
- An interest in EU and global climate and energy issues

An asset

- Campaigning experience
- A team player, including in an international and intercultural environment
- Autonomy and sense of initiative
- Creative person
- Positive attitude

HOW TO APPLY?

Please send your résumé and cover letter in a single PDF file by **29 October 2017** to
Jean-Pierre Vallar, Managing Director, jean-pierre.vallar@energy-cities.eu, +33 381 65 36 85.

Interviews will be conducted in November in Besançon or Brussels or via Skype.

Only shortlisted candidates will be contacted.

Role Title	Communications Officer
Workplace	Besançon (France)
Salary	Depending on experience and according to our salary grid; Roughly between 30,000 and 36,000€ (yearly gross salary)
Conditions	26.5 leave days per year; 39 hours working week, compensated by 20 days of what is called "RTT" by French Law (time off); Other advantages : meal vouchers, per diem when the employee is on mission; public transport season ticket ; hospitalisation insurance, health insurance ; group insurance ("assurance groupe")/"Prévoyance" package in place
Contract type	2-years contract (with the possibility to extend)

ABOUT ENERGY CITIES

We are the European network of cities in energy transition. For over 27 years, we have been advocating for a democratic energy transition through bold and creative policy and communications work. Energy Cities represents now more than [1,000 towns and cities](#) in 30 countries. Energy Cities is steered by a [Board of Directors](#) presided by the German city of Heidelberg and represented by 10 other city leaders from 10 countries stretching beyond the EU.

With offices in Belgium and France, Energy Cities' team is made up of 24 creative out-of-the-box thinkers who are pushing for positive changes in our member cities. Energy Cities is among the leading organisations representing cities in the EU sustainable energy arena.

Energy Cities is running the Covenant of Mayors Office secretariat, a bottom-up movement of over 7,500 cities and towns committed to voluntarily implement and exceed the European Union energy and climate objectives. The Covenant of Mayors Office (CoMO) is a dynamic, multicultural team formed by the various city networks coordinating the Covenant initiative.

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[More about the city of Besançon](#)