



COMMUNICATION OFFICER (M/F)

Company Profile:	<p>The European Institute of Cultural Routes (EICR, Luxembourg) is the technical agency of the Cultural Routes of the Council of Europe programme.</p> <p>It was created in 1998 as part of an agreement between the Council of Europe and the Grand Duchy of Luxembourg</p> <p>The European Institute of Cultural Routes advises new cultural route projects, organizes training and visibility activities for those responsible for Cultural Routes and coordinates a university network.</p>
Job title:	As part of its pan-European activities, the Institute is looking for an immediate entry, for a Communication Officer (M / F) .
Description of functions:	<p>Under the authority of the Director in charge of the day-to-day management of the EICR, the incumbent will assume various tasks related to communication and the visibility of the activities of the Cultural Routes of the Council of Europe programme. The tasks entrusted must be carried out in accordance with general guidelines and priorities and with a concern for quality, efficiency and accuracy:</p> <ul style="list-style-type: none">• Media relations (press, internet), visibility and promotion at European level;• Updating of the website and publications;• Development and promotion of the website;• Development of the programme's social networks (Facebook, Twitter, Instagram);• Creation of newsletters, press reviews and their distribution;• Writing of speeches, presentations;• Management of communications planning, activity program schedules;• Preparation and monitoring of events and programs related to activities;• Preparation of the annual activity report;• Coordination with communication officers of the Cultural Routes of the Council of Europe and European institutional partners.
Job requirements: Your profile :	<ul style="list-style-type: none">• BAC +2/3 in Marketing and / or Communication, event project management,• Confirmed experience of at least 3 years in a similar position,• Excellent command of oral and written English (native speaker or proficient)• Very good command of French (oral and written),• Perfect command of current MS Office tools, web design software



	(Photoshop, Indesign, Visme, etc.), communication and social media (Facebook, Twitter, Instagram); <ul style="list-style-type: none">• Organizational capacity, rigor and method.
Personal qualities :	<ul style="list-style-type: none">• Versatile, dynamic and flexible• Able to work in a team• Respectful of confidentiality• Have good interpersonal skills• Capacity for independence
We offer :	<ul style="list-style-type: none">• CDI contract• Part-time: 20H / week (flexible hours)• Place of work: European Institute of Cultural Routes ASBL, Abbaye de Neumünster, 28 Rue Munster L-2160 Luxembourg Luxembourg.• Diversified work;• A human-sized structure in a pleasant environment with premises accessible by public transport;• Salary package (depending on experience and qualification)
Expected date of entry:	15 November 2020
Contact:	<p>The selection procedure includes a pre-selection based on the application files and may include written tests of a professional, linguistic nature and / or interviews.</p> <p>Applications with cover letter, CV and portfolio should be sent to:</p> <p>European Institute of Cultural Routes ASBL Neumünster Abbey 28 Rue Munster L-2160 Luxembourg Phone: +352 24 12 50-30 contact@culture-routes.lu</p> <p>Application deadline: 9 October 2020</p> <p>https://www.coe.int/en/web/cultural-routes/european-institute-of-cultural-routes</p>

Summary for advertisement in media and social networks



European Institute of Cultural Routes ASBL

The European Institute of Cultural Routes (EICR, Luxembourg) is the technical agency of the Cultural Routes of the Council of Europe programme.

We are looking for a **Communication Officer (M / F), CDI, Part-time: 20H / week (flexible hours)**

Responsibilities:

- Media relations (press, internet), visibility and promotion at European level;
- Updating of the website and publications;
- Development and promotion of the website;
- Animation of our profiles on social networks (Facebook, Twitter, Instagram);
- Creation of newsletters, press reviews and their distribution;
- Writing of speeches, presentations;
- Management of communications planning, activity program schedules;
- Preparation and monitoring of events and programs related to activities;
- Preparation of the annual activity report;
- Coordination with the communication officers of the Cultural Routes of the Council of Europe and European institutional partners.

Mandatory requirements:

- Confirmed experience of at least 3 years in a similar position
- Excellent command of oral and written English (native speaker or proficient)
- Very good command of French (oral and written)
- Perfect command of current MS Office tools, web design software (Photoshop, Indesign, Visme, etc.), communication and social media
- Organizational capacity, rigor, method and autonomy

Place of work:

European Institute of Cultural Routes ASBL, Abbaye de Neumünster, 28 Rue Munster, L-2160 Luxembourg.

The selection procedure includes a pre-selection based on the application files and may include written tests of a professional, linguistic nature and / or interviews.

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