

Temporary position of Communication assistant

Grade B3

European Audiovisual Observatory

Are you passionate about communication, film, TV and video? The European Audiovisual Observatory is looking for a Communication assistant with talents for a variety of tasks. Do you have the potential to create attractive and readable web content using Liferay, assist in communication activities (event organisation, social media posts and PR activities), edit texts in English? Would you like to join a varied and dynamic administrative assistants team? If you are structured, well organised in your approach and looking for variety and stimulation, then this may be for you!

Your role

As Communication assistant of the Observatory, you will carry out multiple administrative assignments to maximise the efficiency of its Secretariat. Your role will focus on:

- **Assistance to the Communications Manager:**
 - Webmaster function: carrying out autonomously the on-line publication of communication texts and products (documents, items of the news section, press releases, photos, videos, etc.) on the Observatory website.
 - providing assistance regarding the logistical aspects of Observatory events and public relations actions;
 - preparing, recording, verifying and updating data in the Observatory contacts database;
 - providing assistance in the drafting and graphical layouting of paper and electronic communication material;
 - assisting in the creation of social media posts and publishing on the Observatory's social media platforms.
- **General assistance:**
 - acting as the Observatory's webmaster; i.e. carrying out autonomously the on-line publication of texts and documents from the different departments and units on the Observatory website, and monitoring the respect of editorial rules and the Observatory's graphic charter;
 - organising staff travels and preparing the corresponding requests for mission orders; collecting and checking claims for reimbursement.

Period

The candidate should be available from 15 July 2024 to 15 January 2025. The position proposed is for 6 months and may be extended for one month.

Required competencies

- **Professional and technical competencies:**

- **Professional expertise and experience:**

- Excellent knowledge of web publishing and design backed by at least one year's experience; mastery of Liferay would be an advantage.
 - Wide and in-depth experience of secretarial duties. Experience with secretarial duties in press or public relations area would be an advantage.
 - Proven experience in supporting the design and implementing digital communications projects (LinkedIn, Facebook, X and Instagram).

- **ITC skills**

Sound computer skills of standard tools in office applications (word processing, spreadsheet, data bases, presentation software, Outlook, internet publications).

- **Language skills**

Very good knowledge of one of the two official languages (preferably English), good knowledge of the other in oral and written communication and knowledge of German (the third official language of the Observatory). Knowledge of other European languages would be an advantage.

- **Interpersonal skills:** Teamwork and co-operation, service orientation, communication, adaptability, initiative.
- **Operational competencies:** Creativity and innovation, planning and work organisation, concern for quality.
- **Personal values:** Integrity, discretion, respect for diversity.

Applications should be sent to applications.obs@coe.int by 10 June 2024, indicating in the subject "Application for the position of Temporary Assistant - webmaster (grade B3)". Files should include:

- Your contact details
- Letter of motivation
- CV
- At least one reference contact.