



Communications Specialist

Background

The European Institute for Animal Law & Policy is the first Brussels-based think-and-do-tank specializing in animal law and policy. We work to advance the protection of animals in the EU through research, legal and policy initiatives, and partnerships with public interest groups.

Our vision is a world where animals are no longer exploited but are recognized as living, sentient beings, deserving of care and respect. We are a small, dynamic, and growing organization whose team collaborates from across Europe.

Description

The Communications Specialist will be responsible for the development of communications content and materials to ensure the visibility of the work of The European Institute for Animal Law and Policy, with a special focus on supporting its policy advocacy agenda.

Under the supervision of the Director of Advocacy and in close cooperation with the Public Affairs Adviser, the successful candidate will be responsible for implementing the Institute's communication and outreach strategy, ensuring the Institute's work gains visibility and coverage in relevant Brussels-based and EU media. The candidate will also manage the Institute's digital channels.

Main tasks include:

- Implementing a communications strategy for the organization
- Drafting press-releases and statements
- Responding to media queries
- Creating and posting social media content
- Building relationships with relevant stakeholders to advance the Institute's vision in the public sphere
- Monitoring political developments in real time

Other tasks include assisting in organizing events on behalf of the Institute, as well as contributing to reports, briefs, and other internal or public-facing materials produced by the Institute.

The ideal candidate for this role would have 3+ years of experience in a similar position and a proven track record of creating and placing high-quality communication materials. Additionally, the candidate should possess an existing network of media contacts and collaborators to support relevant animal protection work. A passion for animal protection and experience organizing events in Brussels are also essential.

This job description provides an overview of the primary responsibilities, and the person hired for the role may be asked to perform additional tasks appropriate to the position, as requested by the line manager.

Requirements

The successful candidate must have:

- A passion for The Institute's [mission, vision, and values](#).
- A degree in communications, marketing, public relations, or a related field.
- Excellent written and verbal communications skills. The ability to convey information clearly and accurately, tailoring the tone and message to various stakeholders.
- Experience in creating communication materials in support of policy advocacy for a variety of audiences.
- Demonstrated experience in digital communications, especially social media content creation.
- An existing network of media contacts (Brussels and the EU).
- Proficiency in relevant creative tools.
- Experience in organizing events, in-person and online.
- Experience in managing relationships with contractors and providers.
- Experience in an international and multicultural working environment.
- Strong team spirit and a collaborative mindset.
- Fluency in English, both written and spoken.

It would be an advantage to possess one or both of the following:

- The ability to speak a European language(s) other than English, especially French.
- Certificates in the use of digital communication tools.

Compensation and Benefits

- **Terms of employment:** Full-time. One-year contract, subject to renewal based on performance and funding.
- **Location:** This is a remote position with occasional travel to Brussels. Applicants must be based in Europe, within one hour of Central European Time (CET).
- **Salary range:** Salary based on experience and the country of hire. As an example, the gross monthly salary range in Belgium: €4,100 – 4,300 per month (gross) based on experience, plus benefits (such as thirteenth and fourteenth salary, meal vouchers, etc. depending on the country of residence). This range will be adjusted based on role level and experience.
- **Right-to-work requirements:** The successful candidate must, by the start of the employment, have permission to work in the country where they are based.

How to apply

- Please email policy@animallaweurope.org with the following materials:
 - A resume. To ensure a smooth review process, please submit your resume in a standard format (PDF or Word). We kindly ask that you avoid using Canva or similar design tools for your CV, as we prefer straightforward layouts that highlight your skills and experience clearly.

- A one-page motivation letter (a maximum of 1,500 characters, including spaces), in a standard format (PDF or Word).
- Three samples of your previous work.
- **Application Deadline:** 8th November 2024, 11.59pm CEST. Applications will be reviewed on a rolling basis, and you can expect to hear back from us within approximately two weeks after the deadline. Only selected candidates will be contacted for the interview.

Application Process

Round	Timeline	Description	Estimated Time Commitment
Application	Deadline: November 8th, 2024, 11:59pm CET	Send your CV, a one-page motivation letter and three samples of your previous work.	2 hours
Interview	A few days to two weeks within submitting the application	Interviews will be conducted remotely via Zoom with the Director of Advocacy to discuss the candidate's skills and motivation for the role, as well as to answer questions about the role.	1 hour
Written Assignment	One to three weeks within submitting the application	One or two questions simulating the type of work you'd be doing in the role.	2 hours
Final Interview	Up to three weeks within submitting the application.	Interviews will be conducted remotely via Zoom with the Executive Director and the Director of Advocacy to discuss the position in greater detail, including compensation and benefits.	1.5 hours