



European Committee  
of the Regions

Human Resources and Finance

## CALL FOR EXPRESSION OF INTEREST

### Contract staff member working on Internal Communication

Reference number: COR/CA/FGIV/3/2025

Directorate	Directorate for Communication
Unit	Unit DI Coordination, planning, impact - Outreach strategy
Type of position	Contract staff member FG IV
Period	2 years, starting from 01/05/2025
Application	<a href="#">Online application form</a>
Date of publication	16/01/2025
Deadline	06/02/2025 at noon (Brussels time)

Please note: the successful completion of [EPSO CAST FGIV](#) is required

## 1. Your job and responsibilities

Interested in building Networks? Like to help your colleagues with project management and communication strategy?

As part of the team in charge of key outreach activities within the Directorate for Communication (D.I) at the European Committee of the Regions (CoR), you will oversee all the phases of flagship outreach projects, from concept development to execution and dissemination of results. You will manage in particular the content-related activities, designing and developing the communication strategy and implementing the communication plan, working under the supervision of the Deputy Director for Communication.

You will coordinate the content production with CoR legislative Commissions and Political Groups and other internal services, partners and a rich variety of stakeholders in order to build an effective communication plan, creating content for digital communication (web and social media), and drafting weekly and monthly newsletters targeted to elected representatives who belong to the Network of the European Local Councillors. You will also collaborate closely with the European Commission to create and feed a shared editorial planning and co-manage the common communication actions.

You are also responsible for the supervision of the CRM activities, web and data management and the organic content published on a Facebook group and other online platforms dedicated to the Network of the EU Local Councillors. Among other tasks, you will be also in charge of KPIs analysis and reporting of web analytics and email marketing metrics. You are also one of the main contact points for direct communication with the EU Local Councillors in the Network and will support the team with the organisation of flagship events and high-level meetings. Additional tasks are:

- benchmarking of new multilingual platforms and interactive tools for the Network
- management of framework contracts and relations with external contractors
- drafting strategic documents contributing to the Directorate internal activities on implementation, planning, and report
- prepare and give presentations during internal and external meetings.

You are part of a small but dynamic team, focussed on the CoR's horizontal communication and outreach actions and projects.

## **2. Who are we? What are the challenges for us ahead?**

Our team in DI - Coordination, planning impact – Outreach strategy - is part of the Directorate for Communication and it is placed under the responsibility of the Deputy Director. The Directorate for Communication consists of three units (Unit D1 – Press office and relations with media, Unit D2 - Events and local dialogues, Unit D3 - Digital communication and IT strategy).

The mission of the CoR's Directorate for Communication is to serve the political communication needs of the members of the CoR and, more generally, local politicians and local and regional authorities. In this context, the Directorate is responsible for developing and implementing concepts and strategies to highlight the results of the CoR's legislative and political activities through various communication tools such as media relations, conferences and events, digital communication including web-based communication, social media, publications and the development of corporate projects and networks as the network of the European local councillors.

DI unit is in charge of the development of corporate and inter institutional projects with the goal to bring Europe closer to citizens via CoR members and local and regional representatives.

## **3. Are you the talent we are looking for?**

### **3.1 GENERAL ABILITIES AND CAPACITIES REQUIRED**

- Think with a critical spirit, analyse and solve problems pragmatically.

- Assess critically credibility and reliability of sources, data and information and use relevant digital tools to carry out the duties.
- Organise own work, demonstrate responsibility, identify priorities, take appropriate decisions, and deliver results.
- Adapt to an evolving working environment, demonstrate commitment, and always adopt constructive attitude. Remain effective and flexible even during period of heavy activity.
- Take initiative to achieve individual and shared objectives, demonstrate ownership and work autonomously.
- Learn and professionally develop to continuously enhance job performance and knowledge of the organisation and working environment.
- Work together with others in a constructive way by contributing to diverse and inclusive working environment. Always demonstrate respect and courtesy.
- Convey information and relevant opinions clearly and concisely both orally and in writing, facilitate interaction and engage effectively with others. Treat confidential or sensitive information accordingly.

### 3.2 JOB-SPECIFIC REQUIREMENTS

- You have passed [EPSO CAST IV<sup>1</sup>](#)
- You have sound experience in managing large-scale projects and interinstitutional events at EU level, including stakeholders' management and engagement
- You have strong drafting and communication skills, including public speaking
- You have ability to run multichannel communication campaigns and identify KPIs
- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the EU official languages. For functional reasons, a solid command of English is required and a good level of Italian and/or Spanish or French is desirable.
- You have a good command of IT applications and tools (such as Outlook, Excel, Word, Sharepoint, etc.) as well as an extensive knowledge in CMS, web and social media analytics tools and CRM (preferably MS Dynamics).
- You are a convincing relationship builder and have excellent diplomatic skills
- You have good knowledge of the EU Institutions priorities; a previous working experience in the CoR would be an asset

Please note that candidates must meet the eligibility criteria specified in [art. 82\(3\) of the Conditions of Employment of Other Servants](#).

## 4. What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible.

---

<sup>1</sup> For more information please consult the [website EU Careers](#).

- Flexible working hours and teleworking opportunities subject to the needs of the service.
- An active talent management policy focusing on continuous development and training and a policy to encourage internal mobility.
- A friendly and dynamic working environment in which self-motivation, initiative and team spirit are valued.
- An institution that promotes equal opportunities, diversity and non-discrimination to help nurture a respectful and inclusive working environment and that is actively engaged in the consultation process prior to the adoption of EU legislation. Our dedication to inclusivity is also reflected in our efforts to enhance the accessibility of our vacancy notices, including the layout of the current vacancy and its annex (left alignment, increased spacing and font size etc.). By improving their readability, we strive to make these documents accessible to all, including individuals with disabilities.
- An EMAS-certified institution that is continuously looking to improve its environmental performance.

## 5. Are you interested in this challenge?

If you have the skills we are looking for and think you fit the profile above, please apply using the [online application form](#) before **06/02/2025 at noon**.

Please note:

- the successful completion of [EPSO CAST FGIV](#) is required to be eligible for this selection procedure.
- only candidates preselected by the selection panel for an interview will be contacted. If you have not been contacted within six weeks following the application deadline of the vacancy notice, please consider your application unsuccessful.

The [European Committee of the Regions](#) (CoR) is the political assembly which allows the views of regional and local authorities to be heard when European Union policies are being devised and legislation drafted. It is an advisory body which was created in 1994. Its consultative role allows its 329 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.