



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Communications Assistant

Reference number: COR/AST1-AST9/10 BIS/25

Directorate	Directorate for Communication
Unit	Unit D.2 – Events and local dialogues
Vacancy	AST1-AST9
Type of post	ASSISTANT Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	13/02/2025
Deadline	27/02/2025 at noon (Brussels time)

1. Your job and responsibilities

As a communications assistant within Unit D.2 and, more specifically, the Flagship projects sector, you will work together with the Head of Sector to organise the European Week of Regions and Cities, and you will also be involved in tasks across the Directorate by connecting internal coordination with external communication.

The role requires very good interpersonal skills for coordination activities and regular interaction with other departments. Ideally, you have experience in the organisation of organising events and conferences of different scales, proven capacity to interact at interinstitutional level, very good conceptual skills and also an interest in working in a fast-paced and dynamic environment. You will, in particular, help implement the communication plan and the campaigns of the European Committee of the Regions (CoR), coordinate contributions from the unit, and be strategically involved in the development of large flagship projects such as the European Week of Cities and Regions and the Summit of Regions and Cities, as well as EuroPCom, the biggest European conference for communicators.

You will be asked to develop new ways of communicating and to quickly introduce new technologies such as AI powered- tools in event organisation processes.

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

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 using various communication tools such as media relations, conferences and events, digital communication, including web-based communication and social media, and publications.

The Directorate for Communication consists of three Units (Unit D.1 – Press office, relations with media, Unit D.2 – Events and local dialogues, Unit D.3 – Digital communication and IT strategy) and Unit D.I – Coordination, planning, impact – Outreach strategy, under the responsibility of the deputy director.

The key mission of the Events and local dialogues Unit is to organise high quality communication activities, including events, which both feed into and give visibility to the CoR's political and legislative work, and to develop communities which serve as a platform for exchange among regions and cities. Our Unit serves not only the CoR but also the broader interinstitutional cause, explaining what the European Union is and how it works and providing networking space for regions and cities. The challenges ahead of us are adapting CoR flagship events in the wake of COVID-19, further developing innovative ways to engage with the key audience of local and regional politicians across the EU, and positioning the CoR as a valuable contributor to European policymaking.

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 adopt constructive attitude at all times. 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 professionally in order 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. Demonstrate respect and courtesy at all times.
- 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 a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of those languages. For functional reasons, a very good knowledge of English is required and a good knowledge of French is desirable.
- You are interested in communication processes and in supporting the Head of Unit in this field.
- You have a keen interest using AI-based tools for innovation and modernisation in the area of communication and organisation.
- You have a good command of basic IT applications and tools (Adonis, Outlook, Excel, Word, SharePoint 365, ARES).

4. What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible.
- 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 27/02/2025 at noon.

Please remember to read carefully the appendix to this vacancy announcement to learn relevant details about this selection procedure.

The Secretary-General
Petr Blížkovský

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.