



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Team assistant

Reference number: COR/AST1-AST9/19 BIS/25

Directorate	Directorate for Communication
Unit	Unit D.3 - Digital communication and IT strategy
Vacancy	AST1-AST9
Type of post	ASSISTANT Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	13/03/2025
Deadline	27/03/2025 at noon (Brussels time)

1. Your job and responsibilities

Are you well versed in both digital as well as traditional ways of working? Do you have a track-record in setting and respecting deadlines (for yourself and your teams)? Is planning one of your strongest suits? If yes is the answer to these questions, we may have an interesting position for you.

As a Team Assistant in the Digital communication and IT strategy Unit of the European Committee of the Regions (CoR), you will reinforce our collective of creative, positive, and amicable digital communication experts. We are looking for a horizontal team player who is a good communicator (and listener) and will support the needs of a nearly 30-colleague team, both with complex administrative tasks, as well as to support and contribute to various tasks related to the ever-evolving fields of visual communication, social media, web – all these requiring good IT-related skills.

On a daily basis, the colleague will coordinate or lead various operations internal to the Unit, collaborating with other Units (within the Directorate as well as with other CoR Units and teams). He/she will manage administrative processes, SharePoint team sites, and ensure effective communication flow to optimize the unit's operational efficiency. The selected candidate will be responsible for:

Digital and Technical Coordination and Support

- Maintain and further develop SharePoint team sites and similar tools for financial and day-to-day operational purposes;
- Support the Social Media team with technical tasks such as translation management, transcription services, and plenary-related multimedia;
- Support the Webmasters' team for CoR website-related updates, including managing translations from request to upload;
- Support the web streaming team in regards of workflow management;
- Support to the CRM manager (Dynamics) in regards of workflow management and reporting;
- Assist the Visual Communications team with multilingual translation requests and preparing data sets for InDesign uploads.

Financial and Contract Management

- Act as an Operational Initiating Agent, ensure strict and timely contract and payment follow-up, in particular with regard to social media advertising costs;
- Deputy point of contacts for the inter-institutional network on Procurement and Framework contracts;
- Management of Unit D.3's financial and contract repository with a particular emphasize on inter-institutional Framework Contract monitoring.

Coordination and Communication

- Facilitate internal coordination within the D.3 Unit and with other Units in the Directorate for Communication;
- As Correspondent Document Management Officer (CDMO) for the Unit, facilitate the implementation of records management and archiving rules;
- In partnership with other assistants within the Directorate, assist the Director in various administrative tasks (implement ADONIS/ARES signatories, transmit various management documents via team sites or other tools, monitor the Director's functional mailbox);
- Monitor D.3's functional mailboxes;
- Act as M365's Single Point of Contact (SPOC) for the Directorate;
- Manage the CoR's Slido account and access rights management of various other D.3 IT tools.

Administrative Support

- Support the Head of Unit on administrative, financial and HR matters;
- Manage the HoU's calendar;
- Assist in organizing team meetings, sending agendas, preparing meeting documents, and drafting minutes;
- Assist in integrating new colleagues into the Unit by providing necessary support and information;
- Managing IT requests and follow up on logistical needs for the Unit;
- Take, write up, prepare and finalize notes; draft routine correspondence;
- Provide logistical support for hybrid meetings, including reserving rooms and arranging technical setups.

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

"All politics is local" and nowhere is this more true than in the European Union. The CoR brings together elected members from Europe's cities, regions and local authorities. Our mission in the

Directorate for Communication is to serve the political communication needs of those politicians in the EU who are closest to the people. In this context, our 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 and social media -, visual content and design and, of course, online mailings and Dynamics 365.

With 61 staff members and an annual budget of around 2 million EUR, the work of the Directorate is concentrated in four units:

- Unit D.I "Coordination, planning, impact - Outreach strategy", responsible for coordination, planning and impact of CoR communication activities including of internal communication and the preparation of respective notes, plans and reports for the Director and the statutory bodies of the CoR;
- Unit D.1 "Press office, relations with media", which pursues positive visibility for CoR members;
- Unit D.2 "Events and local dialogues", which serves not just the CoR, but the broader inter-institutional cause of explaining the European Union and offering networking space to regions and cities; and
- Unit D.3 "Digital communication and IT strategy" – that you will join.

Unit D.3 is made up of ca. 25 colleagues across three different teams: social media, web and visual communication (incl. graphic designers for all types of communication channels). We offer a convivial, dynamic working environment where a sense of initiative and team spirit are valued. Flexible working hours and personal and professional development are guaranteed.

Our chief challenge ahead - and a very interesting one for any creative, hardworking and intellectually curious online communicator and digital expert - is clear: how can we have more impact with our online communication to members and stakeholders, provide better analytics and ultimately build a better and more agile service for all colleagues?

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 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 experience with SharePoint Online, M365 applications.
- You have experience with Drupal Content Management System.
- You have experience with financial and administrative tasks, including contract and payment processes.
- You have experience with the relevant IT tools (Sysper, Adonis, Agora, Kiklos, online booking systems etc.).
- You have a thorough knowledge of an official language of the EU and a satisfactory knowledge of another official language of the EU. For functional reasons, a thorough knowledge of English or French is required.

3.3 ASSETS

- Experience in a similar role, preferably in a digital or communication-focused environment would be an advantage.
- Knowledge of EU institutions and processes would be an advantage.
- Understanding of EU Framework Contracts would be an advantage.

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 27/03/2025 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.