

JINT vzw stimulates and supports the international exchange and cooperation of young people and youth organizations. **JINT** is the National Agency for the implementation of the European subsidy programmes Erasmus+ Youth and the European Solidarity Corps.

JINT vzw is located in the International Youth Centre, in the heart of Brussels.
About 28 employees have their workplace here.

In the European Network of National Agencies, **JINT vzw** coordinates the strategic cooperation project **Europe Goes Local**, which aims to improve the quality of local youth work on a municipal level. The partnership currently comprises about 200 members representing about 120 municipalities in the participating countries.

To support the coordinator of this network project,
we are looking for a

PROJECT OFFICER COMMUNICATION MANAGEMENT - M/F/X (freelance or fixed-term - 50% employment)

WHAT DOES THE JOB ENTAIL?

In consultation with the project coordinator you are responsible for;

➤ The internal communication with/in the network (of National Agencies)

- You keep the contact lists up-to-date.
- You coordinate the communication strategy (from initiation through follow-up to realisation) with the involvement of all partners.
- You ensure the implementation of internal communication within the network through the internal channels.
- You take notes in meetings.

➤ Communication with the communication agency

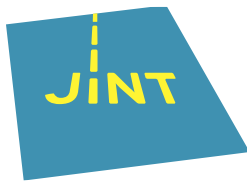
- You suggest themes and give guidelines for the articles that will be written by the communication agency we work with. It concerns 2 articles per month, good practices from the field of youth work ...
- You take care of uploading these articles to the EGL website and the YouTube channel.

➤ External communication

- You are responsible for the EGL website:
 - You follow up on any technical problems with and bugs in the website and liaise with the website developer and the layout designer to resolve them.
 - You coordinate the development of the website with the involvement of the project coordinator and the steering committee. In this context, too, you are in close contact with both the website developer and the layout designer.

JINT vzw | Grétrystraat 26, 1000 Brussels | 02 209 07 20 | jint@jint.be | www.jint.be
0441.254.285 | RPR Dutch Enterprise Court Brussels





- You take care of uploading content to the website and keeping the information on the website up-to-date.
- You will also produce short articles, visuals and videos about the project's activities for the website.

- You take the lead in EGL social media:
 - You share news about EGL on Facebook, Instagram, YouTube and LinkedIn. You activate the account on Twitter.

- You launch the EGL newsletter
 - You develop the concept of a newsletter and work together with the layout designer and the website developer.
 - Then you take care of the content and the sending of this regular newsletter.

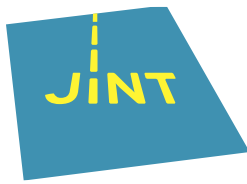
- You support the communication and promotion of activities before, during and after the events.

ARE YOU THE WHITE RAVEN WE ARE LOOKING FOR?

- You have an education in communication management, marketing or public relations.
- You have a first work experience and therefore have demonstrable experience with (participating in) the creation of a communication strategy and with the use of social media for professional purposes.
- You are familiar with graphic editing programmes to create simple images and videos.
- You have (work or volunteer) experience in (supra)local youth work. Knowledge about or experience with the Erasmus+ Youth Programme and/or the European Solidarity Corps are a plus.
- Communicating in English is second nature to you, both orally and in writing.
- You are very fluent in MS Office (Excel, Word, Outlook, MS Teams, Powerpoint)
- Online and digital tools pique your interest; you settle in with ease and pleasure.
- You like to work in an efficient and effective way.
- You also like to show some creativity. You like to think up original angles, solutions and methods and you are not afraid of innovation and out-of-the-box thinking.
- You are customer-oriented; you give priority to good service and customer satisfaction.
- You are results-oriented; you have an eye for targets and results.
- You work with ease independently but can also work together; you contribute constructively to a common result.
- You work conscientiously and with an eye for detail
- You like to take initiative; by nature you prefer to work proactively rather than reactively, and you are daring enough to do so.

JINT vzw | Grétrystraat 26, 1000 Brussels | 02 209 07 20 | jint@jint.be | www.jint.be
0441.254.285 | RPR Dutch Enterprise Court Brussels





- You are available immediately! Start is scheduled for Wednesday, September 1st.

WHAT DO WE HAVE TO OFFER?

- A challenging job in a European context with many varied tasks.
- An organisation that is constantly changing and that challenges to respond flexibly to the opportunities that present themselves. An organisation that offers opportunities to learn and develop competences.
- A half-time fixed-term contract, from 01/09/2021 to 30/06/2023 inclusive.
- A freelance agreement is negotiable, but we ask for an average presence in the office of one day/week.
- Place of employment is the heart of Brussels, at a 5-minute walk from the Central Station. We combine office work in a balanced way with working from home in line with the coronal regulations in force.
- Travel costs commuting to the office are shouldered by JINT.
- Gross monthly starting salary for a half-time job is € 1.497,04 with 0 years' experience (according to salary scale PC 329). Relevant experience can be taken into account in determining seniority.

INTERESTED?

- To apply, please download the **application form** from www.jint.be and send it (in PDF format) by e-mail to job@jint.be.
- For questions, please address Nathalie.vandenmeersschaut@jint.be.
- Deadline for accepting applications is **Friday, July 16th (before 23:59!)**
- Selected candidates will be invited for a practical test (to be completed at home) and an interview on **Thursday July, 22nd (during the day)**.

**EQUAL OPPORTUNITIES ARE IMPORTANT TO JINT vzw.
WE RECRUIT ON THE BASIS OF COMPETENCES AND TALENTS,
REGARDLESS OF ORIGIN, GENDER, AGE, DISABILITY ...**

More info on JINT vzw at <https://www.jint.be/>
More info on Europe Goes Local at <https://www.europegoeslocal.eu/>
More info on Erasmus+ Youth at <https://www.erasmusplusjeugd.be/>
More info on European Solidarity Corps at <https://www.europeansolidaritycorps.be/>