



# socialplatform

## **Communications & Events Assistant**

Four months temporary contract  
(September – December 2018)

Social Platform is the largest platform of European value-based NGOs working in the social sector. We aim to promote social justice, equality and participatory democracy by voicing the concerns of our 49 member organisations. Our work is grounded in a rights-based approach encompassing human dignity, equality for all, solidarity, and transparency. Our mission is to advocate for, and raise awareness of, policies that bring social progress to all the European Union by mobilizing members and providing them with a strong voice.

Application deadline is **Wednesday, 8 August 2018**. **However, applications will be evaluated on an ongoing basis and interviews may be held before. Applicants are therefore encouraged to apply as soon as possible.** Please send your CV and motivation letter to [juris.lavrikovs@socialplatform.org](mailto:juris.lavrikovs@socialplatform.org). Each should not be longer than two pages. Latest interviews will be held on **16 August 2018**.

### **Job description & what we offer**

**Overview:** We are looking for an enthusiastic, creative and dynamic assistant to provide content and logistical support and contribute to our communications with various target audiences and logistical support for our events in Brussels and in Lisbon.

**Reporting to:** Communications & Campaign Coordinator

### **Key responsibilities include assistance in**

- Implementation of Social Platform communications strategy
- Creation, editing and monitoring of Social Platform information and communications tools (website, social media account, newsletter, specific publications, information packs, exhibitions kit and other media as appropriate)
- Writing and/or editing of various types of Social Media content (speeches, position papers and briefing, website content, blogs, publications, etc) to ensure consistent style and tone.
- Designing Social Platform outreach materials (infographics, invitations, posters, campaign materials, etc)

- Developing audio-visual content (short video interviews to be posted on our website and available to the press)
- Managing our online and social media profiles.
- Developing Social Platform European elections 2019 campaign
- Content and logistical support for our events
- Organisation of events, either in Brussels or at national level
- Production of events material, including marketing video

### **Person specification**

- Fluency in English
- Some work experience in communications
- Familiarity and knowledge of the NGO sector and a commitment to Social Platform's values
- Excellent writing skills
- Analytical skills
- Creativity and proactivity
- Knowledge of website content and social media accounts
- Knowledge of other European languages, Portuguese in particular
- Experience of WordPress, Piktochart or any other CMS or graphic design software
- Experience of video/image editing

### **What we offer**

- Be part of network that is actively working to achieve positive social change
- Salary based on junior positions in our internal rules.
- Preferred starting date: Monday 3 September 2018
- Contract: Social Platform offer an employment contract under Belgian law based on 37.5 hours per week
- Remuneration package includes hospitalisation insurance, transport allowance, and lunch vouchers.
- Social Platform is an equal opportunities employer, and strives to pursue family-friendly employment practice.