

The Evens Foundation is looking for a **Communications Officer (Half Time)** to be based in Antwerp, starting as soon as possible until 31 December 2020, with the possibility of extension and reconsideration of the working hours from 2021 onwards. We are looking for in-house recruitment but are also open to a freelance appointment.

The Evens Foundation is a public benefit foundation based in Antwerp, with offices in Paris and Warsaw. Our mission is to contribute to rethinking and building a European reality committed to the values of diversity, freedom, responsibility and solidarity.

For almost thirty years, we have been active in key fields of intervention such as democracy, education, media, arts, and science. We identify and support innovative ideas and achievements through our prizes and calls, initiate experimental projects bridging the gap between research and practice, and facilitate knowledge exchange through our lectures, seminars, debates and publications.

## Communications Officer

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**Your role in the foundation:** The Evens Foundation seeks a dynamic Communications Officer to be based in its Antwerp office. You work in close collaboration with the programme curators to plan, develop, implement, monitor and evaluate communication strategies and campaigns that correspond to the needs of their initiatives and projects. Half time, on payroll or freelance base.

You are a socially engaged individual interested in furthering the aims of the Evens Foundation, reflective but also highly practical. You are able to write, edit and proof-read material for offline and online communications to an excellent standard. You are able to identify, establish and pursue new communication opportunities for the foundation.

## Key Responsibilities

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### *Operational management online communication*

- Develop and implement social media strategies, maintain the necessary social media channels.
- Contribute to the design and management of the foundation's website, support producing web material by your colleagues.

### *Event and fundraising communications support*

- Develop pre- and post-event communication plans and produce materials, website content and social media opportunities to promote our events.
- Coordinate and deliver a suite of communication elements that aim to engage partners and funders.

### *Writing and editing*

- Write, edit and proof-read material for online communications to an excellent standard.
- Edit and coordinate design and printing of reports and other documents.
- Support producing web material by your colleagues.
- Maintain the necessary social media channels.

### *Strategy development*

- Identify communication and media opportunities to better amplify issues and projects.
- Develop, implement, monitor and evaluate (social media) communication strategies and campaigns, products and contents.

### *Media relations*

- Monitor online and offline media and communication about the Evens Foundation.
- Establish and cultivate relationships with local, national and (pan-)European print, broadcast, radio and online media and press.

### *Capacity building*

- Serve as a partner to programme curators, helping to define communication goals, audiences, tactics and message development.

### **Profile**

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- Master's degree in communication, journalism, digital media, social sciences or a related field, or an equivalent combination of education and experience.
- At least 5-10 years of relevant communications experience in the non-profit or private sector.
- Proven experience in conducting successful social media campaigns to promote social change.
- Dispose of a strong network of media contacts and journalists / press.
- Thorough understanding of IT and digital tools necessary for professional modern communication management.
- Experience with Adobe Creative Suite (especially InDesign, Illustrator and Photoshop) is a strong asset.
- Strong writing skills, editorial or journalistic experience is an asset.
- Excellent English (speaking, writing and editing), fluency in Dutch and/or French.
- Ability to work independently when needed, take a proactive approach and complete tasks in time.
- Ability to work with external suppliers.
- Intellectual curiosity, passion to develop, learn, and try new things.
- Social engagement and will to contribute to the mission of the Foundation.
- Capacity for self-reflection and a sense of humor.
- Familiarity with philanthropy, foundations and non-profit sector is an asset.

You will be part of a dynamic international team of seven colleagues in 3 offices (Antwerp, Paris, Warsaw). Travelling within Europe will sometimes be necessary.

You will report on a regular and planned basis to the Liaison Officer and the Executive Committee of the Evens Foundation.

[www.evensfoundation.be](http://www.evensfoundation.be)

<https://www.facebook.com/theevensfoundation/>

You're interested, recognize yourself in the profile and would like to take up the challenge?

Please send your CV and motivation letter as well as some (English) writing and work examples to

[antwerp@evensfoundation.be](mailto:antwerp@evensfoundation.be) at the latest by **August 13, 2020**.