

MED Programme 2014-2020

Job profile: Junior Communication Officer

ROLE

Junior Communication Officer

RESPONSIBILITY

Contribute to the realisation of the communication strategy of the MED Programme, in particular the effective dissemination of information

TASKS

- Support the Communication Officer in the realisation of the communication strategy and the communication plan of the Programme, referring to and considering relevant EU regulations;
- Ensure the availability and internal and external accessibility of information related to the development and results of the Programme and its projects;
- Participate to the development of Programme communication tools with a focus on online tools and social networks;
- Production of Programme publications (online and paper), including all stages from the conception, to the collection of data and information, writing to the edition and illustration;
- Development and realisation of multimedia tools and/or publications: graphical elements, audio-video editing and other products;
- Management of the Programme's online communication: updating the website, 'community management' of different groups (thematic and/or general);
- Support final beneficiaries in the dissemination of information about their projects (strategic support during the development and implementation of communication plan as well as technical support for the use of Programme tools, social networks etc.);
- Ensure capacity building within projects in terms of communication (through online support guidance, conception and realisation of communication trainings and individual consultation);
- Participate to the conception and organisation of Programme events (of various kind and format: international conferences, thematic workshops, trainings etc.) in coordination with stakeholders of the Programme;
- Promotion and representation of the Programme and its projects at external events in various European countries;
- Support the evaluation and data analyses concerning the communication strategy.

COMPETENCES REQUIRED

- Higher university education in the field of information and communication;
- Experiences gained during at least two years in the fields of communication, information and publishing;
- Professional experience of institutional communication within an international context;
- Good knowledge and/or willingness to learn about the Programme themes and policies and territorial characteristics of the cooperation area;
- Good computer skills concerning online communication: Content Management System (TYPO3, WORDPRESS, JOOMLA), social networks, online tools;
- Good knowledge of graphic and multimedia tools: ADOBE ILLUSTRATOR, PHOTOSHOP, PREMIERPRO;
- Editorial and relational facility;
- Ability to listen, to work in a team and to adapt to specific needs;
- Resistance to stress and availability for travels;
- Horizontal competences and flexibility;
- Reactivity, autonomy, strength of taking initiative;
- Dynamic, open minded and innovative approach;
- Languages: perfect command of the French or the English language and very good command of the other one.

Région



Provence-Alpes-Côte d'Azur