



Florence, 11 July 2019

VACANCY NOTICE for a PROJECT ASSISTANT (COMMUNICATIONS)

The EUI has a vacancy for a Project Assistant (Communications Specialist) in the Robert Schuman Centre for Advanced Studies.

Reference number: V/RA/RSC/28/2019 (please quote in all correspondence)

Department:	Robert Schuman Centre for Advanced Studies
Length of contract and % of full-time:	Initial contract of 1 year (full time). The contract may be renewed up to a total period of 5 years. Starting date as soon as possible
Salary indication:	Basic monthly net salary approx.€ 1.800, and allowances if applicable. More information about conditions of employment is available here .
Director of project:	Prof. Brigid Laffan
Title of project:	Global Governance Programme (GGP) and European Governance & Politics Programme (EGPP)
Job description:	<p>The Schuman Centre is looking for a Project Assistant (Communications Specialist) for the Global Governance Programme and European Governance and Politics Programme to support and increase outreach and visibility of research, events and training activities. Expected tasks include:</p> <ul style="list-style-type: none">• Develop a communication strategy that can frame the activities in a coherent fashion;• Regularly update and improve the programmes' websites, in collaboration with the Robert Schuman Centre's web team, following SEO best practices;• Regularly plan for the promotion of upcoming events by coordinating activities with academic organisers and administrative assistants;

- Write and edit for the web as well as for other dissemination channels such as brochures, newsletters, fact sheets, Activity Reports etc.;
- Work closely with the multimedia and design specialists to plan and produce print and multimedia content;
- Manage the existing dedicated social media platforms' accounts and possibly create more as appropriate;
- Plan, optimise and report marketing campaigns for online trainings and projects via the social media and external platforms;
- Support project staff in all communication activities. Liaise with project managers regarding deliverables and reporting requirements;
- Support dissemination of the research output, by pitching opinion pieces to external platforms and liaising with the media;
- Supervise the maintenance of the stakeholders' contacts lists and the production and dissemination of various newsletters;
- Liaise, plan and follow-up with the Robert Schuman Centre's central comms team the graphic design and audiovisual work;
- Participate in regular comms coordination meetings of the Schuman Centre and ensure the implementation of the internal comms guidelines and policies with the programme's staff.

Place of work:

Florence

Qualifications:

Essential:

- A degree in Public Relations, Communications Sciences, Mass Media Studies, English or one of the Social Sciences;
- At least three years of relevant work experience in communication-related positions;
- Web design, web content and social media management skills;
- Excellent writing and editing skills in English;
- Demonstrated ability to work in a team environment.

Desirable:

	<ul style="list-style-type: none">• Work experience in an academic institution and/or in an international environment;• Online marketing campaigns experience;• Familiarity with audiovisual production work;• Knowledge of SEO strategies.
Languages:	Fluency in English is essential, knowledge of other languages is an advantage
Contact details	For more information contact MariaElena.Cau@eui.eu
Deadline	The closing date for applications is: 4 September 2019 (at midnight, Florence time)
How to apply	Fill in the on line application form and upload documents as requested