

## Vacancy Announcement (Call open until 12 October 2020)

### Communication Officer (m/f/d) (full-time, at present until 31.12.2022)

#### at the Managing Authority/Joint Secretariat (MA/JS) of the EU Programme Interreg Baltic Sea Region

Is communication your passion? Can you tell interesting and easy to understand stories about complex matters? Can you create engaging cross-media content? Are you an enthusiast of European cooperation like we are? Then we are looking for you as our new Communication Officer at the Rostock-based MA/JS of the EU funded transnational cooperation programme Interreg Baltic Sea Region.

Our MA/JS team is international, and communicates in English. We are committed to European cooperation. You will work closely with people from all around the Baltic Sea and elsewhere in Europe. Our projects are our clients. They address common challenges in the Baltic Sea region in different fields like sustainable use of water and other natural resources, fostering innovations and greener and safer transport solutions. We help organisations work together as if there were no borders. In this way, we ensure that their ideas are put into practice to improve the life of all citizens around the Baltic Sea. Our work is based on the principles of transparency, accountability and predictability. Our job is to make sure that best use will be made of European taxpayers' money. [www.interreg-baltic.eu](http://www.interreg-baltic.eu)

You will experience an interesting transition time, during which we will continue taking stock of achievements of completed and still ongoing projects of the funding period 2014-2020. At the same time, we will proceed with the preparations for the next funding period 2021-2027, including the launch of a new Communication Strategy that will shape the Programme and project communication activities in the upcoming years.

#### Specific responsibilities of this position

##### Implementation of Programme level communication

- Producing online, print and cross-media content (e.g. web texts, infographics, factsheets, videos);
- Operating the Programme website ([www.interreg-baltic.eu](http://www.interreg-baltic.eu)) and the project library ([projects.interreg-baltic.eu](http://projects.interreg-baltic.eu));
- Contributing to an effective social media presence (incl. LinkedIn, Facebook, Twitter, Instagram);
- Organising online and on-site events incl. exhibitions, presenting the programme at these events, incl. moderating sessions and panel discussions;
- Managing external service providers and public procurements;
- Networking and cooperating with other EU funded programmes and relevant organisations.

### **Training, service and advice for projects concerning communication**

- Supporting and advising projects regarding strategic communication and communication activities;
- Advising projects concerning branding and EU visibility rules;
- Organising communication training for the projects' communication managers;
- Networking with the projects' communication managers, providing possibilities for exchange among projects.

### **Pro-active approach to internal communication**

- Facilitating the information flow within the Programme structures;
- Supporting colleagues in communication tasks;
- Providing internal support with respect to corporate design;
- Accurately documenting and organising the filing system;
- Cooperating with project and finance officers on assessing and monitoring projects' outcomes, support in preparation of the new Interreg Baltic Sea Region programme for the funding period 2021-2027, be active at internal meetings and contribute to finding new solutions.

### **Expected qualifications and profile**

- University degree or further education in a relevant field, e.g. in journalism, communications, marketing or equivalent;
- Significant work experience in public relations, communication or journalism, ideally in an EU/international work context;
- Advanced journalistic techniques for drafting content across different media, in particular web/social media and print (confirmed by work samples in English);
- Knowledge of the Baltic Sea region and EU policies is an advantage;
- Proficiency in applying MS office applications
- Experience in web management and multimedia;
- Affinity to photography, image and video processing as well as online collaboration and communication tools are assets;
- Fluent in oral and written English; command of any other language of the Baltic Sea region is an advantage.

### **Terms of employment**

The position will be a full-time contract (39 working hours a week) based on German employment law. A part of the job can be done by teleworking after the training-on-the-job period will have been concluded successfully. You will report to the team leader programme unit, and the MA/JS director. The employer will be Investitionsbank Schleswig-Holstein (IB.SH) as hosting institution of the Managing Authority/Joint Secretariat. Place of employment will be the main office in Rostock, Germany. The contract duration will be until the end of 2022, a prolongation is envisaged. The annual gross salary will range between EUR 45,000 and EUR 55,000 depending on qualification and experience.

## Application and selection procedure

Applications have to be submitted electronically in **English by 12 October 2020**, to the following email address: [jobs@interreg-baltic.eu](mailto:jobs@interreg-baltic.eu)

Applications have to include the following documents:

- Motivation letter (1 page),
- CV based on Europass standard template (<https://europa.eu/europass/en/create-europass-cv>)
- Up to three work samples in electronic version (own articles, publications, etc.)
- Recruitment Application Sheet (available for download on our website: [https://www.interreg-baltic.eu/fileadmin/user\\_upload/News/2020\\_all\\_news/2020.09\\_all/2020.09\\_CO\\_Recruitment\\_application\\_sheet.pdf.zip](https://www.interreg-baltic.eu/fileadmin/user_upload/News/2020_all_news/2020.09_all/2020.09_CO_Recruitment_application_sheet.pdf.zip)).

These documents will constitute the basis for selecting candidates for job interviews. **Interviews are planned for end October/early November 2020**. Candidates might be contacted by telephone/online meeting tools during the selection process.

The selected candidate is expected to start in January 2021 (preferably).

## Contact

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