



## **Vacancy: Online communications coordinator**

Location: Amsterdam  
Closing date: 28 November 2019  
Contract: 1 year with possibility of extension, 0,8 FTE (30 hours)  
Start date: asap

### **About the European Cultural Foundation**

The European Cultural Foundation ([www.culturalfoundation.eu](http://www.culturalfoundation.eu)) is an independent foundation that works for an open, democratic and inclusive Europe. We connect local cultural change-makers, communities and policy makers across wider Europe. We impact civil society, citizen initiatives, public opinion and policy, combatting the fragmenting forces jeopardizing peace and social progress in Europe. Our work covers programs, grant making, events, advocacy, research and development. To create awareness of our work and fuel debate and discussion, we are looking for a creative and engaged online coordinator.

### **About the role**

Working closely with internal teams and external stakeholders and reporting to the Head of Communications you will focus on executing and furthering the development of the day-to-day and longer term online strategy.

### **Key responsibilities**

- Build and execute online strategy (incl. new tools and audiences);
- Create engaging and creative content (written, audio, video) for all ECF channels;
- Coordinate the development of a new website;
- Manage the social media platforms, including day-to-day posts/updates/responses;
- Develop and manage an editorial calendar for all content;
- Continually seek out and monitor new trends and opportunities in the digital media landscape;
- Come up with innovative ways to use social platforms and digital content to tell stories, interact and build community;
- Identify opportunities to improve efficiency, and user experience;
- Work collaboratively with communications, programs, and advocacy teams.

## **You**

- Have 3-5 years' experience with website and social media management;
- Have excellent verbal and written communication skills in English;
- Have excellent copywriting skills;
- Have experience with CMS, creative tools (Adobe Creative Suite) and tracking, monitoring and analyzing tools;
- Possess a high degree of creativity for the creation of content (including film and photo), topic ideas, and angles;
- Can easily sell sometimes complex ideas and stories through your texts;
- Are proactive, independent, and tenacious, you will spot opportunities and follow up on them;
- Build good relationships both internally and externally;
- Are a multi-tasker and a team player;
- Share our vision of an open, democratic and inclusive Europe and would like to make a change.

## **We offer**

- A stimulating, international, committed working environment in which initiative and personal development are encouraged;
- A contract for 4 days/ week (30 hours) for a year, with a view to extending;
- Salary ranging from 2577 to 3547 Euro gross per month on full-time basis with 13<sup>th</sup> month and benefits package.

## **How to apply**

The closing deadline for applications is 28 November 2019. Interested candidates should email their application to Khadija Temssamani, HR Advisor, at [vacancies@culturalfoundation.eu](mailto:vacancies@culturalfoundation.eu) Short listed candidates will be contacted during the week of 2 to 6 December to schedule interviews. The selection process will consist of two interviews. We reserve the right to invite early applicants for interviews before the deadline.

## **You must have a valid work permit for the Netherlands (according to Dutch Labour Law)**

*We are committed to being a diverse and inclusive workplace, which is why people from communities that experience discrimination based on race, ethnicity, (cultural) background, people with disabilities; and LGBTQ+ people are especially encouraged to apply. Please note that our building is currently not wheelchair accessible.*

*NB: living in Amsterdam is very expensive and accommodation can be hard to find. Please consider this when applying from outside The Netherlands.*