**Job Description**

## **Job title:** Communications Officer.

## **Employer:** European Blind Union (EBU).

## **Sector:** Non for profit.

## **Type of contract:** part-time (17,5h) and fixed term, French-law.

## **Duration:** 2 years, from 05/01/2021 to 31/12/2022.

Salary: €1230 monthly gross + 13th month + lunch vouchers and complementary health insurance.

## **Reports to:** Project Officer.

## **Job overview/main mission:**

This post has the aim of ensuring high quality awareness-raising and communication material is produced, as foreseen in the PARVIS project. PARVIS is an EC-supported project aiming at large-scale and rights-based awareness raising amongst a wide range of stakeholders. In addition, the Communications Officer runs communication actions and events in line with the PARVIS plan. The post holder works in close collaboration with the members of the PARVIS consortium.

## **Responsibilities and duties:**

* Conceptualises and develops the various audio-visual materials as well as actions and events planned under PARVIS
* Coordinates the implementation of the planned production of audio-visual material
* Ensures the quality of the material produced
* Provides regular updates on the communication-related aspects of PARVIS both internally and externally
* Helps to rally support for events and actions amongst EBU members and, where appropriate, external audiences.

## **Qualifications and skills required:**

* 1-2 years of professional experience in the area of communication
* A university degree in digital communication or 360 communication
* An excellent command of oral and written English (native speaker level)
* All other languages an asset
* At ease with graphic design software
* Prioritization and time management skills
* Accuracy and attention to detail
* Creativity and innovation, in particular with social media
* Enjoys working in an international environment
* Knowledge of human rights and disability rights are a strong asset.

## **Last updated**: November 2020.

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