



## **RECRUITMENT OF A COMMUNICATION MANAGER (6 months contract - replacement)**

The European Food Banks Federation, is looking for a Communication Manager (m/f) who, reporting to the Secretary General, will replace the Communication Manager during her maternity leave.

The Communication Manager will have the opportunity to work in a European multicultural and stimulating environment contributing to making a positive impact on our society. He/she will play an active role in the implementation of the communication strategy of the organisation.

### **1. Skills and experience**

- A degree in Communication, Marketing or similar
- + 1 year of experience in communications
- Preferably already based in the Brussels region
- Competency in CMS (WordPress), Mailchimp, social media and other relevant communications tools;
- Knowledge of editing programs is an asset (Illustrator, InDesign, Canvas, etc.)
- Impactful and persuasive communication skills
- Structured, very well-organised, hands-on person capable to multi-task
- Capacity to work independently and proactively as well as in a multicultural team and network
- Excellent written and spoken English. Knowledge of additional language(s) is an asset
- Capacity to work under pressure and respect deadlines
- Capacity and interest in working in a non-profit, international, and multicultural environment
- Adherence to the mission of the organisation

### **2. Responsibilities**

The Communication Manager will be in charge of several communication channels and will have various responsibilities:

- To be the single point of contact for communication matters
- To plan, prepare and send **newsletters**
- To manage the editorial calendar and the publications on FEBA **social media accounts**, as well as to monitor the accounts of our members/partners.
- To update the **website** and create additional pages, when necessary
- To offer **communication support for FEBA events** (develop key messages, plan promotion and dissemination, elaborate post-event report etc.)
- To coordinate the creation of **FEBA Annual Report**
- To manage the **relations with the press** (coordinate media inquiries, deliver press releases, proactively identify opportunities, etc.)
- To coordinate the work of the external communication service providers
- To maintain and grow the relationship with our European members



This is not an inclusive of exhaustive list. Its purpose is to provide a broad outline of the role within which the changing needs of FEBA's work can be accommodated.

### 3. Our offer

**Full-time 6 months contract** (replacement) working for a worthy cause in a pleasant atmosphere and in a European environment.

**Starting date:** April 2022 (precise date to be decided together)

Applications for this position – a CV and a motivation letter – should be sent to [info@eurofoodbank.org](mailto:info@eurofoodbank.org) with the subject line: **“FEBA Communication Manager – Name and Surname”**.

All candidates will be informed whether they are invited for an interview.

#### About the European Food Banks Federation

The European Food Banks Federation (FEBA) is a European equal opportunities non-profit organisation based in Brussels and wishes to appoint a Finance and Administration Manager.

FEBA, which was established in 1986, is a membership-based organization and works in collaboration with 24 Full Members and 6 Associate Members in European countries. It represents its membership at European and international level; supports and strengthens food banks in Europe by providing training, sharing best practices, and developing partnerships; fosters the creation of new food banks in countries where it is needed.

FEBA brings together more than 300 Food Banks which are committed to fight against food waste and to feed the most deprived. In 2020 our members provided 860,000 tonnes of food to 12.8 million most deprived people through 48,126 charitable organisations thanks to the professionalism of 37,016 co-workers (85% volunteers).

For further information about FEBA please visit: [www.eurofoodbank.org](http://www.eurofoodbank.org).