

We are looking for a **Communication Manager** to reinforce our team.

Diesis Network, a leading European network dedicated to supporting social and solidarity economy and social enterprises, is currently seeking a dynamic and talented administration assistant to join our team in Brussels. This is an exciting opportunity for a young professional to contribute to our organisation's growth and enhance our visibility in the fields of social and solidarity economy and sustainability. Discover more on our report <https://annualreport.diesis.coop/>

Role overview

We are looking for a communication manager with experience in European projects. This is a great opportunity for you to join a growing team and organisation in the process of extending its reach and visibility on topics related to social and solidarity economy and sustainability. S/he will be equally responsible for the coordination and implementation digital communication strategies that align with *Diesis Network's* values, activities, and projects.

Duties and responsibilities

- Diesis General Communication
 - Review and implement the *Diesis* visibility strategy and communication plan.
 - Develop and execute strategies for general communication, social media, and raising-awareness campaigns.
 - Create, update, and manage the content, maintenance, and upgrading of *Diesis* and project-related websites.
 - Produce visually appealing graphics and visuals using tools such as Canva or Adobe Creative Suite.
 - Draft, revise, and ensure the publication/dissemination of presentations, publications, reports, and other relevant communication materials.
 - Oversee online and offline publications and other communication materials.
- European Commission and Social Economy stakeholders monitoring of news and trends
- Projects Communication
 - Provide support for communication and dissemination work-packages in EU-funded projects where Diesis is a partner or coordinator.
 - Prepare project deliverables related to communication, dissemination and outreach and corporate communication reports, including visual identity, newsletters, website maintenance, and awareness-raising campaigns.
 - Organise and ensure comprehensive communication coverage of project events.
 - Coordinate organisation of project meetings, events, conferences
 - Handle administrative tasks as required.



The ecosystem of ecosystems supporting social and solidarity economy worldwide.

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🌐 www.diesis.coop
📍 Boulevard Charlemagne 74
1000 Brussels – Belgium

Requirements

- A young professional with experience in Communications, Journalism, or Digital Media.
- Familiarity with WordPress for website maintenance.
- Knowledge of Adobe Creative Suite (Premiere, InDesign), Mailchimp and Canva.
- Experience in setting up video conferences and virtual meetings (Zoom, Teams).
- Fluency in English, with additional language skills being a plus.
- Experience working on EU-funded project is a plus.

In addition:

- Ability to collaborate effectively with a multicultural team across multiple projects.
- Self-motivated with a positive and flexible attitude.
- Ability to meet tight deadlines, shift between task and keep oversight on priorities.
- Creative thinker with the confidence to propose new ideas and challenge the status quo.
- Excellent communication skills at all levels.

What we offer

This is a **full-time position** (38 hours per week), with **one year contract**, under the Belgian legislation with a possibility to renew upon evaluation, **or consultancy contract**; remuneration according to Belgian legislation (CP200) and depending on the candidates' profile and experience. We also offer a full range of extra-legal benefits (meal vouchers, eco-cheques, public transport and teleworking allowance).

We offer a captivating and varied function with an organisation driven by its mission, and where initiative, creativity and energy are strongly encouraged. The successful candidate will collaborate with a motivated, professional, and friendly team.

How to apply

Ready to take the next step and showcase your talents? Craft a tailored cover letter that reflects your creativity, passion, and proactive mindset. Share with us how your skills and experiences align with our mission and why you are the perfect fit for the Communication Manager role at Diesis Network.

Send your detailed CV and cover letter (in English) by **1 September 2024** to diesis@diesis.coop, with the subject line: "Communication Manager"

Act swiftly, as we are reviewing applications on a rolling basis!
We look forward to hearing from you and embarking on this journey together.

Starting: 1st October 2024 at the latest.

*Join Diesis Network and contribute to shaping a sustainable and inclusive economy worldwide.
Apply now and be part of our mission-driven team.*



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