



(Published: 18 December 2015)

ICMC Europe vacancy notice

Job title: Communication and Events Officer
Type of appointment: full-time, contract until 31 December 2016 (*with possibility of extension*)
Programme: Migration & Development Civil Society Programme (MADE)
Reports to: Programme coordinator
Location: Brussels, Belgium
Starting date: a.s.a.p.
Application deadline: 15 January 2016 (*applications may be evaluated upon receipt*)

The International Catholic Migration Commission (ICMC) is an internationally operating non-governmental organization that serves and protects refugees, internally displaced persons and migrants regardless of faith, race, ethnicity or nationality.

In direct partnership with global and regional civil society partners in Africa, Asia, Europe and Latin America, ICMC coordinates the [Migration and Development Civil Society Programme \(MADE\)](#). MADE is strengthening and widening a global civil society movement working and networking to promote policies for the well-being and protection of all migrants and communities. Within the context of MADE, ICMC also organizes the annual [Civil Society Days of the Global Forum on Migration and Development \(GFMD\)](#).

For the MADE programme, ICMC is recruiting a **communication and events officer** to form part of a small and dynamic programme team. Working under the supervision of the programme coordinator and in close coordination with the advocacy and network officer, the communication and events officer will be responsible for ***maintaining and updating MADE and GFMD communication channels, tools and products***, as well as for ***the logistics and event planning*** of the GFMD Civil Society Days and other events.

Specific responsibilities and tasks:

- Formatting, designing and sending out mailings, newsletters, press releases and managing and expanding the (online) database, mailing systems and mailboxes.
- Updating and maintaining the MADE and GFMD websites, calendar and social media outlets (in English, French and Spanish).
- Overseeing translations, design of publications, branding and visibility of the MADE programme, also in line with donor requirement.
- Coordination of the communication strategies and outlets of the regional and thematic partners in the programme, including technical guidance on the production of regional newsletters.
- Communication with network members and conducting online surveys.
- Coordination of the logistics and event planning for the GFMD Civil Society Days, taking place in Bangladesh in December 2016, including coordination with a logistical organizer in Dhaka; managing the application process of civil society delegates for the GFMD, and sending relevant information to applicants and participants.

Qualifications and skills

We are looking for a well-organized, reliable, creative and flexible communication and events officer, with the following qualifications and skills:

- Bachelor (or equivalent) degree in one of the following or related areas: information management, event management, communication, social sciences, international relations or related fields
- At least 3 years' experience of working in event management and /or communication. Experience in working on civil society networking and/or migration and/or development is an asset
- Excellent planning, organizing, communication and writing skills
- Excellent written and spoken English. Fluency in French and/or Spanish are a major plus
- Creative, with an eye for design and ability to produce engaging communication material
- Strong computer skills and knowledge of website Content Management Systems (e.g. WordPress, Drupal), mailing systems (e.g. CiviCRM, Mailchimp), and design software (e.g. Adobe InDesign and Photoshop)
- Social-media savvy and experience in social media and networking online
- Ability to work on a team in an international environment, independently and under pressure
- Have permission to work in Belgium (Unfortunately ICMC Europe is not in a position to obtain a work permit for applicants)

What we offer

- A full time position
- A fixed-term contract until 31 December 2016 [with the possibility of extension]
- A competitive NGO salary on the basis of level and years of experience
- A dynamic, international and passionate work environment in a small office, warmly welcoming creative initiative and ideas
- An exciting position, with the possibility of international travel

How to apply

If you are interested to apply, please send us a *Curriculum Vitae* (no more than 3 pages), and a motivation letter explaining who you are and why you would like to work with us in this position. Applications are to be sent to Leila Marzo at recruitment@madenetwork.org.

Kindly include "communication and events officer 2016" in the email subject line.

The closing date for receipt of applications is **15 January 2016**. Applications will be **evaluated upon receipt**, and interviews will be scheduled over the course of January and/or early February. Shortlisted candidates may be asked to submit two professional references. All applicants will be notified by e-mail on the outcome of their application in February 2016.

ICMC is committed to equal opportunities for applicants and employees, and strives for a diverse and balanced workforce. All applications will be treated with confidentiality.