



Are you enthusiastic about Europe and educational work? The European Centre for Workers' Questions (EZA) is a network of 70 trade unions, socio-cultural workers' organisations and educational and research institutions from 29 European countries. We are an educational centre and platform for our members. We believe that a well-functioning social dialogue is a key component for a social Europe and strengthens the further development of democracy at the workplace and in European society. We want workers and employers to talk to each other – using a constructive and value-based approach. Our work is guided by Christian-social values. Europe needs leaders of workers' organizations who have a European perspective and who participate in European networks. We help with capacity building. We convey knowledge about the European context and increase technical skills.

In the EZA Secretariat you can contribute to the realisation of a European educational programme for multipliers and delegates of trade unions and other workers' organisations on topical issues of the social dialogue in Europe.

We are seeking for the **earliest possible date** an:

### **Adviser for communications and public relations (m/f/d)**

**Working hours:** 50% of the standard weekly working hours. The post is limited to two years. The aim is to make the position permanent.

**Place of work:** Königswinter

**Remit:**

You will be responsible for the following:

- Coordination and conceptual development of the communications department
- Management of the website: content, performance assessment and further development
- Planning and implementation of a social media concept for specific target groups and portals, assessing performance and optimising the concept
- Checking and dealing with questions of media law
- Researching and preparing political issues relevant to EZA
- Compiling and laying out other communication materials such as newsletters, posters, flyers, etc.
- Coordinating public relations work with EZA members
- Support in the context of EZA events

**Requirement profile:**

You have:

- A university degree (Bachelor's or higher degree) or a comparable degree in communication sciences, PR management and/or journalism
- Preferably international work experience in public relations for non-profit organisations
- Enthusiasm for communication and excellent written and oral communication skills
- Experience in the use of social media
- Language skills: fluent written and spoken English; good German; other languages would be an advantage
- A pronounced IT affinity and very good knowledge of MS Office, Adobe Acrobat Suite, etc.
- A high degree of initiative, commitment and flexibility

- An independent, structured and result-oriented way of working
- Intercultural communication and teamwork skills
- Willingness to travel within Europe on business

**Our offer:**

We are offering you:

- A varied job in a European context
- A motivated team of currently 11 persons
- The chance to work independently and creatively
- Family-friendly, flexible working hours, remote work possible
- Remuneration commensurate with your qualifications and experience (on the basis of TVöD - collective agreement for the public sector)

**The position can be combined with the currently also advertised position "Assistant to the Secretary-General" (also 50% part time) if the candidate is suitably qualified.**

Have we aroused your interest? Would you like to join our team? We look forward to receiving your detailed application. Please send your credentials by e-mail in pdf format to Ilona Mosler: [mosler@eza.org](mailto:mosler@eza.org) **by 24 April 2022 at the latest**. Sigrid Schraml will be glad to answer your questions on the job profile; you can call her on +49-2223 - 29 98-44.

The interviews will probably be held in week 18 and 19, 2022, at our office in Königswinter/Germany.

For information on our data protection policy, go to: <https://www.eza.org/en/data-privacy>

**EZA - Europäisches Zentrum für Arbeitnehmerfragen**

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