



VACANCY NOTICE – 2023-BRU-01-FGIII-022627

Social Media Assistant

Type of contract	Member of the European Commission's contract staff, Function Group III (article 3b of the Conditions of Employment of Other Servants)
Duration of contract	36 months (renewable up to maximum 6 years)
Area	Communication
Place of employment	Brussels (BE)
Indicative basic salary	3028,92 - 3877,46 € (applicable as of 1 st of July 2022) For more detailed information please consult: Working Conditions

WE ARE

The [Joint Research Centre \(JRC\)](#) provides independent, evidence-based knowledge and science, supporting EU policies to positively impact society.

Our more than 2.700 staff are based at 6 different sites in 5 countries [Belgium, Germany, Italy, the Netherlands and Spain]. In addition to performing our own research at specialist laboratories and unique research facilities, we make sense of collective scientific knowledge, often working in partnerships with universities, government offices, agencies and stakeholders. The JRC's work has a direct impact on the lives of citizens by contributing with its research outcomes to a healthy and safe environment, secure energy supplies, sustainable mobility and consumer health and safety, to mention just a few of our research areas.

The current vacancy is with is in **Unit JRC.01** of the JRC, in charge of **Communication**. The Unit reports directly to the JRC Director-General, and the **mission** is to:

- centrally coordinate and perform communication actions for different target groups, i.e. related to press material, web content, social media, Commission and JRC internal communication, events, incl. their editorial control;
- set up a framework for disseminating JRC deliverables and for strategic communication;
- manage relationships with journalists and spokespersons; assist Cabinets, JRC (senior) managers and other JRC entities on Communication.

WE PROPOSE

A position as **Social Media Assistant** to join the external communication and content team. We are a dynamic unit of 45 people, working in four sites of the JRC, the majority based in Brussels and Ispra. We are organised in different teams, and work very closely together across team borders. We embrace the culture of the JRC built on trust, collaboration and transparency.



The **jobholder** will:

- Create, implement and monitor social media campaigns;
- Develop and edit content for the JRC social media platforms including Twitter, Facebook, LinkedIn, Instagram, YouTube;
- Work closely with other colleagues in the external communication team;
- Develop organic and paid digital communication campaigns (web & social media);
- Write compelling content to support communication priorities of the JRC;
- Draft scripts and produce social media videos;
- Perform community management on platforms and apply the moderation policy;
- Manage communities of communication professionals in the JRC;
- Provide support to the senior management on digital communication by advising and preparing social media posts for the Director-General, Deputy Director-General and Commissioner(s);
- Assess and report on the success of campaigns and develop ways to improve;
- Provide support and deliver training sessions to colleagues on social media and community management;
- Coordinate and liaise internally within the Unit with press, events and graphics teams and externally with other JRC staff, Directorates-General, EU institutions and external contractors;
- Research new social media platforms and current trends and propose new engagement opportunities.

WE LOOK FOR

We are looking for a dynamic, enthusiastic, creative, and stress resilient Social Media Assistant. This is a role for someone who combines creative content creation with outstanding project management skills and can take on the responsibilities of planning, creating and delivering innovative social media campaigns.

Candidates will have:

- Experience of at least 2 years in the field of external communication with a focus on copywriting and social media communication and a record of successful delivery of digital campaigns;
- Good understanding of multi-channel communication (web, social media, press and media relations, events, public relations);
- Proven experience of translating complex information into easy-to-grasp and attractive social media content;
- Good sense for visual communication to help the creative executions of each project;
- Degree in communication, journalism, marketing, advertising, political science or related field;
- Excellent speaking and drafting skills and excellent command in English (C1).

The following will be considered as an advantage:

- Experience in science communication or in working with large scientific networks;
- Ability to design and record social media videos (e.g. Reels) and present confidently on different topics in front of the camera;
- Experience in running paid social media campaigns;
- Ability to work collaboratively with people from diverse disciplines;
- Strong motivation, enthusiasm and a team-player mentality;
- Result-focused way of thinking and positive mindset.



HOW TO APPLY

If you are **already on a valid CAST FG III reserve list**, or you **have already applied to the call below**, you can directly submit your application at <http://recruitment.jrc.ec.europa.eu/?type=AX>.

If not, before applying to this position, **you must register** for:

- the [Call for Expressions of Interest | EU Careers \(europa.eu\)](http://europa.eu) (CAST Permanent FG III), which is used by a wide range of organisations (institutions, bodies, offices and agencies of the European Union), or

Note that each of the calls above has **different minimum eligibility requirements and different selection tests**.

The JRC cultivates a workplace based on respect for other people and the environment, and embraces non-discriminatory practices and equality of opportunity. In case of equal merit, preference will be given to the gender in minority.