



EUROPEAN CENTRE FOR SOCIAL WELFARE POLICY AND RESEARCH

The European Centre for Social Welfare Policy and Research, a UN-affiliated intergovernmental organization in Vienna, has a **vacancy for Public Relations & Communication**. You will join an international team of research and administrative staff with the aim of supporting smooth internal and external communication.

PUBLIC RELATIONS & COMMUNICATIONS OFFICER

Location: Vienna, Austria
Starting date: December 2023 / January 2024
Application deadline: 2 November 2023

Main responsibilities

- Supporting Management to further develop relations with relevant international stakeholders in the UNECE region, in particular with countries of the Eastern Partnership and Western Balkans region
- Managing and further developing various communication channels (such as social media, websites, newsletters)
- Dissemination of research results to different target audiences
- Administrative support for internal communication in the context of ongoing research projects, with a focus on the dissemination of research results
- Event management and related tasks, including travel arrangements, hotel bookings, etc.
- General administrative tasks

Candidate profile

- Relevant education and training in Public Relations, Communication, International Relations, Social and Political Sciences or similar
- General understanding of social research, science communication and development of corporate identity
- Creativity and relevant organisational and technical skills regarding social media (LinkedIn), websites (WordPress or similar) and newsletter management
- Excellent communication skills and fluency in German and English (oral and written); knowledge of other European languages would be an asset

Job offer

The European Centre offers interdisciplinary co-operation, multi-cultural working environment, autonomy at work and flexible working hours. The European Centre is an equal opportunity employer. The annual gross payment offered is at least EUR 32,000 (30 working hours), commensurate with experience.

For further information on this vacancy, please contact Judith Schreiber by phone (+ 43 1 319 45 05 10) or e-mail (schreiber@euro.centre.org). Please send your application with CV and letter of motivation in English to application@euro.centre.org.

Interviews with shortlisted candidates will be held in both German and English.