



Job description

Position/Title	Communications Coordinator
Goal of Position	Responsible for external communications (press, public, and relevant stakeholders) and developing and implementing of the communication strategy
Main Functions & Responsibilities	<p>Communications and Editorial:</p> <ul style="list-style-type: none"> ▪ Responsible for ensuring CAN Europe communications maintain our profile as the leading European climate network. ▪ Responsible for ensuring high editorial standards of all CAN Europe publications and other products (written and visual); ▪ Cataloguing and maintaining CAN Europe’s publications; ▪ Assisting, as required, with the organisation and management of press briefings, conferences and other CAN Europe events; ▪ Contribute to relevant reporting and fundraising efforts, including all aspects of producing the annual report; ▪ Liaising with consultants to ensure printing and delivery of CAN Europe publications and campaign materials. ▪ Leading on all public facing campaigning work (i.e., publicity stunts) in direct coordination with the involved policy officer <p>Digital Communications and IT</p> <ul style="list-style-type: none"> ▪ Updating website content using Joomla CMS, including; uploading documents; commissioning, creation and editing of web content; ▪ Monitoring website traffic; ▪ Maintaining and regularly updating our-social media channels; ▪ Managing work with external web and IT consultants. <p>Media and Press</p> <ul style="list-style-type: none"> ▪ Writing, editing and dissemination of press releases;; ▪ Responding to media enquiries and building contact with journalists; ▪ Maintain CAN Europe’s media profile and ensure coverage is accurate; ▪ Cataloguing and maintaining CAN Europe’s media coverage; ▪ Updating press contact lists in civiCRM database; ▪ Ensure relevant staff are prepared and trained for dealing with the media.

	<p>Networking:</p> <ul style="list-style-type: none"> ▪ Responsible for co-ordination of communications activities with the wider CAN network (i.e., participation in the CAN Comms working group); ▪ Maintain and update the CAN Europe communications list; ▪ Participate in meetings and activities with partner organisations (e.g. Green 10, Coalition for Energy Savings), when necessary. ▪ Prepare, present and moderate during communications-related sessions at the CAN Europe General Assembly (2x/year)
Time requirements	<ul style="list-style-type: none"> ▪ Full-time or 4/5
Supervisory responsibilities	<ul style="list-style-type: none"> ▪ Liaison with external contractors (IT, website, editing,..) ▪ Supervise support staff and interns, as appropriate