**Job description**

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<tr>
<th>Position/Title</th>
<th>Communications Coordinator</th>
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<tr>
<td><strong>Goal of Position</strong></td>
<td>Responsible for external communications (press, public, and relevant stakeholders) and developing and implementing of the communication strategy</td>
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**Main Functions & Responsibilities**

**Communications and Editorial:**
- 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

**Digital Communications and IT**
- 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.

**Media and Press**
- 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.
### Networking:
- 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
- Full-time or 4/5

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<th>Supervisory responsibilities</th>
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<td>Liaison with external contractors (IT, website, editing,..)</td>
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<td>Supervise support staff and interns, as appropriate</td>
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