



CAN Europe job description

Position/Title	Southeast Europe Communications Coordinator (Note: Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, and Serbia)
Goal	Responsible for external communication (press, public, and relevant stakeholders) on coal phase-out at EU level, coordinating communication and outreach activities in the Southeast European region.
Functions & Responsibilities	<ul style="list-style-type: none"> ● Participate in and support the functioning of the CAN Europe Communications Team and Coal Team; ● Engage the network in developing joint “no coal, and switch from coal to clean” narratives in the Southeast Europe and the EU ● Coordinate communication with CAN Europe members and partner organisations at national and regional level on the occasion of national, European and international moments. ● Design and periodically update the regional communications strategy and narratives, according to campaign needs; ● Produce media briefings and social media inputs as needed, in response to our policy products and/or external events (in Brussels and the region); ● Directly engage the media in the region and in Brussels, build strong relationships with journalists and educate them about climate and energy issues; ● Facilitate the celebrating wins strand in the region (related to coal and alternatives) by providing translations of press releases, social media inputs, etc.; ● Overall, ensuring key climate and energy issues and policy frameworks in SEE region are reported in the regional and Brussels media; ● Track and influence conservative narratives on climate and energy in the region; ● Further growth of the campaign's social media accounts on twitter and youtube, as well as the design and distribution of the periodic newsletter in English language intended for communicating major developments in the regional campaign to European and international audiences.
Line management	This position is line managed by the head of Communications
Time requirements	Full time contract Indication on split between areas and responsibilities below

% of Time	Main team responsibilities
5	Administration and finances
20	Planning
75	Communication and network
0	Capacity and outreach
0	Policy work and coordination
100	TOTAL
% of Time	Specific responsibilities
22,5	Network & common narrative
22,5	Communication & editorial
22,5	Digital communication
22,5	Media
10	Internal affairs
100	TOTAL