



EDRi is looking for a Communications and Media Officer (PERMANENT)

[European Digital Rights \(EDRi\)](#) is an international not-for-profit association of 50+ digital rights organisations from across Europe and beyond. We envision a world in which people live with dignity and vitality in the digital age. Our aim is to create a fair and open digital environment that enables everyone to flourish and thrive to their fullest potential. We advocate for robust and enforced laws, inform and mobilise people, promote a healthy and accountable technology market and build a movement of organisations and individuals committed to digital rights and freedoms in a connected world.

EDRi is looking for a Communications and Media Officer to join EDRi's team in **Brussels, Belgium**. This is a unique opportunity to lead on communication plans for an increased awareness of the impact of technology on people, democracy and the planet at a time of numerous challenges to our rights and freedoms in the digital age.

- **Deadline to apply: 13 October 2023, 23:59 CET**
- **Contract:** full-time, permanent
- **Start date (expected):** As soon as possible
- **Location:** Brussels, Belgium
- **Reports to:** Head of Campaigns and Communications
- **Salary:** EUR 3585 EUR gross monthly
- **Benefits:** 4-day week (32 hours), flexible working hours, teleworking possible, with some presence in the office, additional leave days for family care, transport to the office covered in Brussels, complementary pension support, 13th month and holiday allowance, lunch vouchers, training and coaching budget)

About the role

The Communications and Media Officer (CMO) is responsible, together with another CMO, for EDRI's strategic engagement with press and other media, as well as broader communications of EDRI's work. We are looking for an individual that will bring a strategic and creative mindset to communicate about complex human rights and technology issues in a diverse, fast-changing political environment.

The successful candidate will have a strong track record in working with European and national media, excellent storytelling and drafting skills, as well as the ability to establish strong relationships with a network of journalists. Having an existing press contacts network is an asset, though not a requirement for this role.

The successful candidate will work with 5 other campaigns and communication colleagues and in close collaboration with the broader EDRI team and EDRI members.

RESPONSIBILITIES

Strategy:

- Develop and implement EDRI's communications and media engagement long term strategies and short term plans including work on framing and narrative;
- Promote EDRI's work and narrative to the press and the media, raising the profile of the EDRI network, including by helping to disseminate their work;
- Contribute to and report on monitoring, evaluation and learning of EDRI media and broader communication work.
- Contribute to strategic discussions on EDRI brand and partnerships.

Press and media:

- Lead the drafting and secure the placement of EDRI op-eds, letter to editors, quotes and other materials in leading outlets;
- Write, edit and send press releases, and manage media inquiries;
- Establish and maintain a robust network of strategic media contacts and relationships in Brussels and beyond
- Coordinate strategic press outreach with EDRI staff and EDRI members

Website, mailing and social media:

- Ensure implementations of EDRI editorial guidelines by editing content for EDRI's website and the [EDRI-gram](#) bi-monthly newsletter
- Draft content in order to maintain EDRI's social media presence, mail newsletters and websites;
- Oversee the editing of EDRI's publications;

Communication projects and events:

- Contribute to the drafting of EDRI's annual report;
- Lead other communication projects/events when relevant including monitoring of communications budget expenditures;
- Coordinate with other colleagues in the EDRI team and network on relevant communication projects to ensure narrative consistency.

REQUIRED SKILLS

- Media relations skills
- Press-specific drafting skills (press releases, press pitches, op-eds, quotes, letters to editor)
- Copywriting skills for Website / Social media / mailing
- Copy-editing skills: proof-reading, language check, logic structure
- Good coordination skills
- Excellent written and spoken English
- Excellent team-work skills
- Attention to detail
- Time-management

DESIRED KNOWLEDGE AND EXPERIENCE:

- Experience in journalism, communications, media relations, public relations or related field;
- Minimum 2 years of relevant experience in a civil society organisation or in a professional context;

- Interest in human rights and EU affairs, in particular privacy, surveillance and law enforcement, freedom of expression, as well as other digital rights issues;
- Experience working in a membership organisation or in coordinating groups / movements for social change, including working with activists and volunteers;
- Knowledge of another European language is an advantage;
- Experience with free and open software (especially CiviCRM, Nextcloud, Libre Office) is an advantage.

HOW TO APPLY

To apply, please fill in this questionnaire by **13 October 2024, 23:59 CET**.

- **Questionnaire:** <https://framaforms.org/edri-communications-and-media-officer-1676286433>

Note that interviews with successful candidates take place on 31 October, between 13.00-18.00 CET. Only shortlisted candidates will be contacted.

As an organisation EDRi is committed to protecting and upholding the digital rights of all, and addressing discrimination, oppression and inequality. As an employer, we strive to have a working environment grounded in equity, inclusion and justice. We therefore encourage individual members of marginalised groups to apply for this post.

We process the personal data relating to your application for recruitment purposes. The data controller is: EDRi, 12 rue Belliard, Brussels. We do not share your personal data with third parties. Applications will be deleted one month after the recruitment procedure is completed and the selected applicant has started their position. As an exception, notified shortlisted and interviewed candidates' applications will be kept for a period of one year. You may ask us at any time to delete your information before the end of this one year period.

For more information about how EDRi processes personal data and to exercise your rights, please consult our privacy policy at <https://edri.org/privacy-policy/> or contact us at dpo@edri.org

You are interested but have questions for us?

- Send an email to applications@edri.org
- Join an **information session** on the position with EDRi colleagues on **7 October 2024** from 2pm to 3pm CET. Please express interest by email: applications@edri.org to receive the a link to this session. Please include "Info session CMO" in your subject line.