

COMMUNICATIONS JOB OPENING

Position	Communications Officer
Preferred start	September-October
Contract type	Indefinite contract, after 6-month evaluation period Full time (38 hrs/week)
Location	Brussels, Belgium (with flexibility for part-time work from home)
Reporting to	Fair Trade Advocacy Office Managing Director
Work permit	The candidate must have a permit to work and live in the EU

BACKGROUND

Fair Trade is a trading partnership, based on dialogue, transparency and respect, that seeks greater equity in international trade. It contributes to sustainable development by offering better trading conditions to, and securing the rights of, marginalized producers and workers – especially in the South. Fair Trade Organizations, backed by consumers, are engaged actively in supporting producers, awareness raising and in campaigning for changes in the rules and practice of conventional international trade. (Definition of Fair Trade, Charter of Fair Trade Principles)

The Fair Trade Advocacy Office catalyses collaboration within the international Fair Trade movement on policy, advocacy and campaigning activity; facilitates knowledge co-creation ; and leads advocacy work on European Union legislation, policies and their implementation.

Our vision is the one of a world in which justice and sustainable development are at the heart of trade structures and practices so that everyone, through their work, can maintain a decent and dignified livelihood and develop their full human potential.

More information can be found on: www.fairtrade-advocacy.org

ABOUT THIS POSITION

A highly motivated and well-organised person, able to work under pressure and independently by managing their own time and work priorities. The FTAO is a small team, hence this job opening would suit somebody who is flexible, able to work on different issues simultaneously and can carry out a diversity of tasks in the communications area. This person would be leading the communications of the organization.

We are seeking somebody with proven ability to implement communications strategies as well as some experience in creating multimedia content. Somebody who is excited to learn and brings in ideas for enhancing and implementing the communications strategy of the FTAO. Last but not least, we are looking for a friendly team member!

KEY AREAS OF WORK

Communications

- Coordinate (writing, editing, publishing) internal and external communications
- Manage FTAO's social media channels
- Create visuals (Canva) and act as liaison with external designers for complex lay-out work
- Assist in the preparation of documents and communication materials
- Assist team members in relations with journalists
- Update and upkeep of the FTAO website, as well as the International Fair Trade Charter website and the Young Fair Trade Advocates website
- Monitor media coverage of Fair Trade related issues

Event organisation:

- Assist team members in the organisation of Fair Trade movement and EU advocacy online and in-person events (workshops, conferences...)

General administrative support:

- Manage contact lists, in line with GDPR requirements
- Provide office management support
- Carry out some general administrative tasks

PERSON SPECIFICATIONS

Essential

- Master's degree in a relevant field (e.g. Communications, Journalism, Marketing, European Union Studies, Political Sciences or International Relations)
- At least 1 years of working experience under a regular working contract (i.e. in addition to internships) relevant to the thematic areas of work.
- Excellent spoken and written English
- Excellent communications skills
- Knowledge and professional experience of using social media (multimedia content creation for Twitter and LinkedIn)
- Experience of editing newsletters and position papers and writing articles and press releases
- Experience of working with websites (WordPress)
- Ability to work in a small team and independently, with people from different cultural backgrounds
- Flexibility, ability to work under pressure, improvise and multi-task
- IT skills at user level (e.g. Word, Excel, Power Point, Outlook)

Desirable

- Fluency in spoken and written French or Spanish
- Prior knowledge and experience in the following policy areas: Fair Trade, international trade, sustainable development, development policies, climate and social justice, sustainable agri-food supply chains
- Demonstrated knowledge of EU Institutions
- Experience in organising events

- Proof reading skills
- Trainings on content creation or communications strategies

WE OFFER

- An annual gross salary of EUR 34.634 (EUR 2.488 gross per month)
- Additional 13th month salary
- Local public transport reimbursement and professional costs allowance
- Meal vouchers (EUR 8 per worked day)
- Eco cheques (annual EUR 250)
- Complementary hospitalisation insurance
- 28 paid holidays a year
- Contribution to a private pension scheme (6% of gross remuneration from 2025)
- Flexibility for working from home (2 days a week) and for remote work, outside of Brussels (30 days per year)

To apply

- Please complete [this form](#) by 18th of August (eob).
- A first round of online interviews will take place between the 26 and 30th August, please try to keep those days as flexible as possible, since we won't be able to offer multiple timeslots to candidates.
- Shortlisted candidates will be invited to fill in a written task ahead of the first interview.
- A final interview (in person) will be scheduled on the week of 2nd September.

For any questions feel free to contact advocacy@fairtrade-advocacy.org or conesa@fairtrade-advocacy.org.

Thanks for your interest in Fair Trade and in working with us, we are looking forward to hearing from you!

Fair Trade Advocacy Office

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