



Vacancy Announcement (Call open until 6 November 2023)

Communication Assistant (m/f/d) (full-time or part-time, at present until 31.12.2027) at the Managing Authority/Joint Secretariat (MA/JS) of the EU Programme Interreg Baltic Sea Region

Are you interested in communication? Are you technically savvy and know how to work with websites and social media? Are you an enthusiast of European cooperation like we are? We are looking for a Communication Assistant at the Rostock-based Managing Authority/Joint Secretariat (MA/JS) of the EU funding programme Interreg Baltic Sea Region.

We are committed to European cooperation. We give EU money to public and private organisations so that they can work together across borders. We build an environment for bringing innovative, water-smart and climate-neutral project ideas into common practice. In this way, we help transform the region into a greener and more resilient place for all the citizens.

Our MA/JS team is international and communicates in English. You will cooperate with people from all around the Baltic Sea and elsewhere in Europe. In our work, we value the principles of transparency, accountability and predictability. Our job is to make sure that the best use will be made of European taxpayers' money. More information about us you will find here: www.interreg-baltic.eu.

Specific responsibilities:

- Update the Programme portal using the content management system of the portal (Word Press);
- Provide technical support to project partners for their project subpages;
- Support MA/JS staff in searching, downloading and filing images;
- Update factsheets, PowerPoint presentations and other documents;
- Prepare online surveys;
- Support in preparing content for communication; in particular for social media;
- Support in effective social media presence
- Support in organising physical and online events and meetings;
- Support in preparing Programme newsletters;
- Support in research for Programme communication;
- Prepare documentation and support in keeping up a clear filing system;
- Replace the Office Manager during her/his absence (central telephone line, mail delivery, opening the office door for visitors)

Expected qualifications and profile:

- A degree, an ongoing education or work experience in a relevant field, e.g. in communications, marketing or equivalent;
- Fluent in oral and written English; command of any other language of the Baltic Sea region is an advantage;
- Solid knowledge of MS office applications;
- Experience in website management systems (preferably WordPress);
- Fast learner in online collaboration and communication tools;



- Affinity to photography, image and video processing are assets;
- Knowledge of the Baltic Sea region and EU policies is an advantage.

Terms of employment

The position will be a full-time contract (38 working hours a week) based on German employment law. Part-time work is an option as well. You will report to the Team Leader Programme Unit, and the MA/JS director. The employer will be Investitionsbank Schleswig-Holstein (IB.SH) as the hosting institution of the Managing Authority/Joint Secretariat. The place of employment will be the main office in Rostock, Germany. A part of the weekly worktime you can work from another location. The contract duration will be until 31 December 2027. The annual gross salary will range between EUR 35,000 – 40,000 depending on qualifications and experience.

Application and selection procedure

Applications have to be submitted electronically in English by 6 November 2023 to the following email address: jobs@interreg-baltic.eu.

Applications have to include the following documents:

- Motivation video
Present yourself in a short video (up to 3 minutes, MP4 format). Tell us more about yourself: your experience in communication and your particular strengths. Tell us what interests you most in communication and why. Explain your motivation to join our team in Rostock.
- CV based on Europass standard template
(<https://europa.eu/europass/en/create-europass-cv>)
- Recruitment Application Sheet (available for download on our website [here](#))

These documents will constitute the basis for selecting candidates for job interviews. Interviews are planned for the end of November. We might contact candidates during the selection process.

The selected candidate is expected to start as soon as possible.

Contact

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