



**Start date:** 1 September 2021

**Duration:** 1 year contract, with possibility of extension.

**Goals and responsibilities:**

The International Catholic Migration Commission (ICMC) is an internationally operating non-governmental organisation that serves and protects uprooted people: refugees, internally displaced persons and migrants, regardless of faith, race, ethnicity or nationality. The ICMC Europe office in Brussels follows EU policymaking in the area of asylum, migration and integration, advocates for better and more inclusive EU policymaking and funding, and implements projects financed by the EU and other donors.

In 2020, [ICMC Europe](#) began the implementation of two new programmes, focused on refugee and migrant integration and inclusion in rural areas and private sponsorship. Both projects are implemented in the framework of the [SHARE Network](#), an EU-wide initiative led by ICMC Europe since 2012. The projects are implemented in collaboration with civil society and institutional partners across the EU and also include a substantial programme of advocacy, communications and knowledge development events and activities at EU level (taking place in Brussels). At the same time, ICMC Europe is also a partner in an Horizon2020 project aiming at making integration policies at national, regional and local levels more effective, more evidence-based, more innovative, more transferable, and more sustainable.

ICMC Europe seeks a Junior Communications Officer to support communications, events organising and knowledge-sharing across these programmes and projects as of 1 September 2021.

This entry-level position is well-suited for someone with limited post- university work experience and a knowledge of and interest in refugees, migration and asylum and integration.

**Specific tasks:**

Communications (40%)

- Planning for deliverables related to the field of communication and ensuring they are accomplished on time;
- Contributing to the production of project outputs for the SHARE website (articles, publications etc) ;
- Contributing to maintaining regular contacts and exchanges with project partners (via dedicated meetings and/or regularly monitoring reports ) and members of the SHARE Network, including updating and maintaining the SHARE Network contact database, preparing SHARE newsletters and managing the SHARE Network website and Twitter account;
- SHARE web and conference tools management, including translations.

Project planning and events (20%)

- Supporting project planning and meetings;
- Contributing to the organization and reporting on events, online and in person.

#### Best practice mapping and knowledge sharing (40%)

- Leading in the mapping, outreach, review, monitoring and analysis of best practices and latest developments in knowledge-sharing and collaboration in the field of migrant and refugee inclusion and complementary pathways in the EU, reaching out to relevant actors and networks to create synergies and opportunities for collaboration, creating a library of networks, actors, resources and relevant practices updating senior management on developments and opportunities related to concrete studies, programmes and projects;
- Attend relevant conferences and events.

Undertaking such other tasks as may reasonably be required.

#### **Requirements:**

##### Essential:

- Excellent organisational and planning skills ;
- Able to work in a small office environment and on own initiative ;
- Excellent written and oral communication skills (English) ;
- Previous experience working in communications (internships included) ;
- Demonstrable interest in and knowledge of refugee, migration, asylum and social inclusion, as well as understanding of the role of civil society in relation to refugees, migration, asylum and EU policy.
- Strong IT skills (MS Office applications, proficient use of social media).

##### Desirable:

- Experience of working with contact databases and website CMS ;
- Fluency in other EU languages (such as French, German, Italian, Greek, Polish) ;
- Familiarity with design packages.

#### **Working arrangements for COVID-19:**

The ICMC Europe office has recently re-opened, and the office working environment ensures social distancing and improved hygiene standards for all staff. A flexible office presence (30-50%) and home-based/online working will be required, with working arrangements being reassessed according to the situation.



**To apply:**

Applicants must be a national of an EU Member State, or have confirmed permission to work in the EU. ICMC Europe particularly welcomes applications from those with a refugee or migrant background.

To apply for this positions, please send the following:

- Your most recent CV ;
- A cover letter describing your relevant skills and experience and motivation for applying (max. 2 A4 pages).

Applications should be submitted by email and in English, for the attention of ICMC Europe's Director Petra Hueck ([secretariat.be@icmc.net](mailto:secretariat.be@icmc.net)) by Sunday 8 August 2021.

Due to limited resources only pre-selected candidates will be invited for an interview, which may include a short test to assess the required skills.