



IFM • SEI

international falcon movement
socialist educational international

Rue Joseph II, 120
1000 - Brussels, Belgium
www.ifm-sei.org

IFM-SEI Communication Officer - Job Description

Location: Brussels, Belgium

Contract: One year, part-time

Last reviewed: July 2024

Overall role

The IFM-SEI Communications Officer is responsible for the communication strategy and online presence of IFM-SEI.

Responsibilities:

- Manage the communication strategy of the organisation
- Manage the upkeep of the website, social media, newsletter, internal and external communication
- Coordinate their activities with the IFM-SEI Secretariat
- Designing visual identities for individual projects and broader online presence

Essential requirements:

- Demonstrated commitment to the aims and principles of IFM-SEI
- Strong understanding of strategic communication and social media engagement
- Strong understanding of Wordpress, SurveyMonkey, Canva, Adobe, Google suite, Microsoft suite, Colibri and assorted online content hosting providers
- Demonstrate strong IT and communication skills
- Demonstrate graphic design skills for youth-friendly and child-friendly content
- Fluency in spoken and written English
- Demonstrate the ability to work on your own initiative
- Demonstrate the ability to work as part of an international team
- Enthusiasm, energy, and flexibility

Desirable requirements

- Working knowledge of IFM-SEI
- Experience in the field of communication, with a particular focus on the non-profit/NGO sector
- Educated to degree level
- Tech-savviness
- Knowledge of Spanish and/or French would be an asset
- Knowledge and experience of international youth organisations



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Working conditions

The part-time contract is 15 hours per week (to be distributed in 2-5 days per week). Some weekend and evening work may be required (e.g. to attend conferences and/or international activities), and days off will be offered as compensation - no financial compensation will be offered for extra hours worked.

Financial conditions

- One-year contract at 15 hours per week
- Monthly salary of €900 (gross) + benefits

How to apply

All applications should include a CV and a Cover Letter in English, showcasing your passions and skills; these documents should be in a single PDF file, ideally not exceeding 4 pages. Please send the requested documents to recruitment@ifm-sei.org by **Thursday the 18th of July at 12:00 PM CEST**.

Shortlisted candidates will be asked to join a first round of interviews, which is set to take place between the 22th and the 26th of July; the chosen candidate will start on the first week of August.

We can't wait to hear from you!