

# **G1000 COMMUNICATIONS & COMMUNITY OFFICER**

G1000 is a Belgian platform for democratic innovation. We work with governments, citizens and other stakeholders to develop, support and promote new forms of deliberation to reinforce democracy from the local to the national level. We believe democracy should give more space to hear the voice of regular citizens. More info on [www.g1000.org](http://www.g1000.org).

## **Omschrijving van de vacature**

Do you want to play a crucial role in an internationally recognized organisation that seeks to improve our ways of doing democracy? Are you an experienced communicator, community-builder and organizer? Then we are looking for you!

We are hiring a talented and motivated person to shape and execute our communication, to expand and sustain our network with politicians, civil servants and civil society and to co-organize events and activities.

## **Responsibilities**

- Set up and implement a communications and PR strategy for the different target groups (citizens, politicians, civil servants, other relevant organizations in the field...)
- Coordinate and execute the organisation's communication on our website and social media
- Maintain contacts with the press through informal contacts and press releases
- Build, inform and mobilize a community of 'friends' of G1000 (democracy activists, government officials working on participation etc.)
- Support the organization of Summer Schools and other programs, events and seminars.
- Set up campaigns

- Help to design and implement public fundraising campaigns such as crowdsourcing, together with our fundraising team.
- Copy-write policy texts, notes, brochures etc. (especially in French)
- Offer support with some administrative tasks

#### Place in the organisation

- You will be working in a small, but growing organisation with a dynamic team of two other staff members. You will report to the overall coordinator and work closely together with the managing director for specific tasks
- For some other specific tasks, you will work closely together with members of our Advisory Board or our Board of Directors

#### **Gewenst profiel**

##### Our ideal candidate

- Is interested in Belgian democracy and cares about democratic innovation and citizen participation.
- Has at least 3 years of experience in branding an organization, setting up effective communication initiatives towards different target groups and developing and maintaining a vibrant community.
- Has demonstrable experience in digital communication, campaign planning and/or event organizing.
- Is an independent team player and a go-getter.
- Has strong communication skills and the ability to convey important messages in a compelling and emphatic manner.
- Is comfortable in talking to all citizens, from the blue-collar worker to the prime minister.
- Instils trust and demonstrates commitment.
- Is fluent in French and has a good working knowledge of Dutch and English.
- Is prepared to do occasional evening or weekend work.

#### Not essential, but nice to have

- Familiarity with democratic innovation (deliberative democracy, participatory democracy, citizens' assemblies, etc).

- Experience with making advanced clips, visuals etc.
- Experience with data analytics.
- Experience in the non-profit sector.
- Experience with crowdfunding and/or other types of fundraising.
- Experience of working with volunteers.
- Familiarity with German.

## **Ons aanbod**

We will offer you

- a permanent, full-time contract, starting as soon as possible
- a salary package in line with your experience as well as multiple fringe benefits and opportunities for training.
- flexibility in terms of working hours
- ample opportunity to work from home. However, you will come to our office (in the centre of Brussels) at least two days a week

## **Selectieprocedure**

Candidates should send their resume and motivation letter to [ben.eersels@g1000.org](mailto:ben.eersels@g1000.org) by **December 15th**, 2021. The selection committee will then review all applications. Shortlisted candidates will be invited for further discussion and an assignment.

## **Meer informatie**

As G1000 strives for more inclusion in our democracy, we are committed to embracing diversity and promoting equality within our organisation itself. We assess all applications fairly. In case of multiple candidates with comparable talent and/or experience, preference will be given to underrepresented groups.

Are you interested, but do you feel that you are maybe not ticking *all* the boxes? Do apply anyway as we seriously consider all applications.

## **Contact**

For more information, please contact [ben.eersels@g1000.org](mailto:ben.eersels@g1000.org).