

ECHA/TRN/2019/004 – Communications Unit A1

ECHA Communications unit engages and communicates with ECHA's stakeholders and the agency's staff. We manage the ECHA website, intranet and social media channels and coordinate ECHA's communications in 23 languages. We coordinate media relations to ensure an accurate and proportionate media presence and ultimately safeguard our corporate reputation.

Assignment

The Communications Trainee will support a number of ECHA's internal and external communications activities. The foreseen tasks for the trainee:

- Contribute to and support internal communications vehicles – including for example, writing for the intranet, staff awareness campaigns and activities, organising staff events etc.;
- Contribute to and support external communication activities – including for example producing content to news vehicles and social media channels;
- Support the organisation of external events and visits;
- Support activities related to ECHA's stakeholder engagement;
- Assist in the daily management of ECHA's website;
- Assist in activities related to corporate and visual identity, and reputation management

Profile

- Completed university studies at least to bachelor degree level (preferably in communications);
- Experience as a communicator in the public or private sector;
- Experience in using MS Office tools;
- Good communication and interpersonal skills;
- Aptitude for team work;
- Excellent English skills both written and spoken (as this is the working language of the Agency).

Starting Date: 1 March 2019

Duration: 6 months

Deadline for applications: 11 December 2018 at midnight 24:00 Helsinki time (23:00 a.m. CET)