

ECHA/TRN/2023/022 – Communications Unit (A1)

ECHA's Communications Unit ensures coherent and balanced implementation of external and internal communications, contributing to the reputation of the Agency by sharing good communications practice and demonstrating independence and transparency.

We convey and multiply the Agency's strategy and positioning to all stakeholders. We deliver professional communication activities that support all functions of the organisation. We manage, maintain and develop ECHA's corporate communication channels and social media presence. We manage media, influencer relations and media monitoring and uphold ECHA's corporate identity and support employer branding.

Assignment

The Communications Trainee will support several internal and external communications activities. The tasks of the trainee include:

- Contributing and supporting internal communications – e.g. writing for the intranet, staff awareness campaigns and activities, intranet development, etc.;
- Contributing to and supporting external communication activities – e.g. producing content to social media channels;
- Supporting the organisation of external events and visits;
- Supporting activities related to ECHA's stakeholder engagement;
- Any other communication tasks, based on needs of the unit.

Profile

- Completed university studies at least to bachelor's 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: 01 September 2023

Duration: 6 months

Deadline for applications: 11 April 2023 at noon 12:00 Helsinki time (11:00 a.m. CET)