SELECTION PROCESS 15/2022: 
COMMUNICATIONS OFFICER FOR THE MOTOREC PROJECT

Metropolis brings together the governments of 143 urban agglomerations worldwide. Founded in 1985, today the association is the focal point of expertise on metropolitan governance. Raising the voices of metropolises to the global agenda and building capacity to deliver public policies and services, Metropolis contributes to finding common answers to the challenges of metropolisation.

JOB OFFER:
We are looking for a Communications Officer to support the work of the Metropolis Secretariat general in coordinating the EU funded project MoToREC.

The Communications Officer will ensure that all international communications of the project are carried out correctly and in accordance with the relevant EU procedures and shall be aligned with the corporate branding of the association, under the supervision of the Communications Manager and the MoToREC Coordinator at Metropolis

MoToREC supports the implementation of Bogotá Development Plan 2020-2024, “A new social and environmental contract for the 21st Century” and its achievement of a more sustainable, inclusive and resilient mobility. “in three different ways. Firstly, it aims at improving public capacity to implement sustainable mobility alternatives in Bogotá. Secondly, it will strengthen Bogotá’s ability to measure air quality and increase the impact of sustainable mobility. Finally, the project will foster female participation in the public transport sector and boost economic recovery from the pandemic.

MAIN RESPONSIBILITIES:
• Ensure that all project communications are aligned with the procedures set out in the "Communication and Visibility of EU-funded External Actions" guide
• Assist in the design and development of the communication strategy.
• Propose and implement outreach strategies and plans, for the promotion of the MoToREC activities.
• Manage and ensure the maintenance of various communication tools of the MoToREC project (social networks, website, off-line elements, etc.)
• Support in writing content on the project activities
• Ensure regular communication with communication teams of the project’s partners
• Support the Project Managers in developing the project’s international dissemination
• Support the tracking of analytics and creation of performance reports
• Establish and maintain working relationships with journalists and maintain a media database of interest for the MoToREC project
• Any other tasks related to the good implementation of MoToREC

REQUIREMENTS:
• Personal skills:
  o Strong communication, interpersonal and social skills
  o Intercultural awareness, cultural sensitivity and proficient active listener
- Passion, dedication and commitment to Urban issues, International Relations and other Sustainable Development issues
- Ability to work diligently under tight and multiple deadlines
- Flexibility and adaptability
- Creative and problem solving
- Synthesis and writing skills
- Detail-oriented
- Teamwork
- Rigor and organization

**Education:**
- University degree in Communication, Journalism or equivalent.

**Professional experience:**
- At least 2 years working experience in communication or journalism.
- Specific experience in multicultural and international cooperation is considered an asset.
- Experience in online and off-line events and meetings
- Any communication experience with EU funded projects is considered an asset.

**Languages:**
- Spanish high fluency required (C1/C2 MCER) is imperative
- Fluency in written and spoken English
- French fluency will be considered an asset
- Knowledge of other languages will be considered an asset

**Computer skills:**
- Proficiency in MS Office (Advanced level of word processing, spreadsheets and presentations (Microsoft and Google)
- Advanced knowledge of online meeting platforms (zoom, Teams etc.)
- Advanced digital experience, including website management, social media and analytics
- Knowledge of Graphic Design software (InDesign/Photoshop/Illustrator, Canva, etc.)

**WHAT WE OFFER:**
- Part-time (21 hours per week), flexible hours (in line with specific requirements)
- Flexi-work: 70% onsite at the Secretariat General HQ in Barcelona and 30% online; full IT package
- Gross yearly salary: 16,800€
- Estimated start date: 15th April 2022
- 3 months trial period

**BENEFITS**
- Training opportunities
- A dynamic international team
- A pleasant working environment

Metropolis is firmly committed to equal opportunities and work-life balance for all.
To apply for this vacancy, please send your CV to hr@metropolis.org indicating “COMMUNICATION OFFICER MOTOREC” in the subject line before the 12 pm CET 15th March 2022. Interviews will be held on the 22nd and 23rd March 2022.