



International Organisation of
Industrial and Service Cooperatives
A Sector of the International
Co-operative Alliance

Job Vacancy

Communication Officer

Brussels

CICOPA, the International Organisation of Industrial and Service Cooperatives, is looking for a Communication Officer, to join an international team based in Brussels (Belgium).

About the employer

CICOPA gathers member organisations from 36 countries, who affiliate 65,000 cooperative enterprises employing 4 million persons across the world. CICOPA is a sectoral organisation of the [International Cooperative Alliance](#).

CICOPA represents the voice of cooperatives active in industry and services, democratically owned and managed enterprises, contributing to sustainable and inclusive growth while combining economic performance and social progress. CICOPA's main policy priority is the promotion of worker ownership as a specific type of enterprise and labour organization.

On this basis, CICOPA's main activities focus on:

- promoting the development of worker, producer, and social cooperatives and their representative/support organisations
- ensuring the representation of its members vis-à-vis international organisations
- advocating, especially in the field of specific workers, producers, and social cooperative policies
- producing knowledge about industrial and service cooperatives

CICOPA's secretariat is based in Brussels (Belgium). CICOPA's employees also contribute to the activities of [CECOP](#), the European Confederation of Cooperatives active in industry and services. CECOP represents the interests of industrial and service cooperatives vis-à-vis European institutions, as well as other European-level organisations.

You can find more information about CICOPA & CECOP missions and activities here:

www.cicopa.coop

www.cecop.coop

About the job

The Communications Officer will contribute to the implementation of the overall communications strategy of both CICOPA and CECOP. The position covers internal and external communications using different platforms.



Main tasks and responsibilities

- implement the overall communications strategy for CICOPA (world level) and CECOP (European level)
- ensure the visibility of the two organizations and image positioning
- promote CICOPA and CECOP members by shedding light on their activities
- draft press releases, articles, and other media materials and ensure their targeted distribution
- manage CICOPA and CECOP websites and social networks accounts (Twitter, LinkedIn, Facebook, and YouTube)
- coordinate and produce the e-magazine “Work Together”
- edit the internal newsletters to members
- coordinate and produce communications tools and materials (reports, publications, leaflets, videos, etc)
- manage the relationships with journalists and media inquiries
- provide communication support for events (conferences, statutory meetings, etc)
- coordinate and animate the communications working group among the communications officers of member organisations
- liaise with communication officers from other cooperative organisations

Candidate’s profile

- Master’s degree in communications, journalism, or related field
- Minimum 1 year of previous experience in charge of communication in a national, European, or international organisation
- knowledge of EU and UN institutions is an asset
- experience in a membership-based organisation is an asset
- interest and/or experience in the cooperative movement is a strong asset

Required skills

- excellent spoken and written English
- knowledge of Spanish and French is a strong asset
- good writing skills and ability to adjust the message according to the audience
- advanced social media management skills
- ability to research, collect, analyse, and summarize information
- familiarity with content management systems (CMS) like WordPress and proficient with Mailchimp
- experience in the management of design and edition programs (e.g. Canvas or similar)
- management of video-editing software is an asset
- good organisational skills, autonomy, and proactivity
- adaptability to different environments with an international and multicultural mindset
- availability to travel occasionally
- flexibility and capacity to work in a team



The candidate must have a valid work permit for Belgium or be an EU national.

What we offer

We offer a full-time 12-month fixed-term contract, with the possibility to extend it to an open-ended contract. The gross monthly salary is 2,700 EUR. Public transport within the Brussels region, meal vouchers, eco-vouchers, and hospitalisation insurance, and additional benefits are provided. CICOPA is part of the Employers Joint Committee 335 (*commission paritaire*).

CICOPA offices are in Brussels. The team works mainly on-site with a combination of on-site/remote working. We are looking for a candidate to join our team as soon as possible.

Application procedure

Applicants should send to cicopa@cicopa.coop by **20 August 2023 (midnight)**:

- **A CV**
- **A cover letter (max 1 page) stating the earliest date they would be able to start and the notice period (if applicable)**

The documents should be sent in one PDF. In the subject line of your email please indicate your name and "Communication Officer Application". Selection interviews are expected to be held in Brussels in September.