

Job offer

MULTIMEDIA OFFICER

Energy Cities – Besançon (France) or Brussels (Belgium) Office

Published: 2nd July 2018

Deadline for applications: **5 September 2018**

Starting date: 1 November 2018 (or earlier if available)

Duration: full time permanent contract

ABOUT ENERGY CITIES

Energy Cities is the European Association of local authorities in energy transition. Created in 1990, the association represents now more than 1,000 towns and cities in 30 countries.

Our vision: The low energy city with a high quality of life for all. Our agenda: Promote a decentralized and democratic energy system, ensuring cities are sufficiently empowered to remain in the driving seat of the energy transition.

Since 2009, Energy Cities is co-leading the secretariat of the [EU Covenant of Mayors initiative](#), a bottom-up movement of more than 7,750 cities and towns committed to voluntarily implement and exceed the European Union energy and climate objectives.

Energy Cities' dynamic and multicultural team is made up of 23 people of 9 nationalities. We have two main offices – Besançon in France and Brussels in Belgium.

More about us: www.energy-cities.eu

WE ARE LOOKING FOR A MULTIMEDIA OFFICER WHO WILL:

Webmaster

- Manage all Energy Cities' websites (main website and project websites)
- Manage online accounts (i.e. Energy Cities Cloud, Adobe Cloud, Google, etc.) and some IT equipments
- Liaising with subcontractors: web developers, designers, ICT agencies, etc.
- Monitor web traffic and social media metrics

Multimedia communications

- Support project teams in the production of publications (digital and print)
- Ensuring visual coherence in all communication supports
- Layout and image/photo library management
- Manage and produce multimedia content (social media cards, flyers, online publications, etc.)
- Video and audio production

WHAT SKILLS SHOULD YOU HAVE?

- Bachelor's degree in digital communications, media management or related field
- At least 5 years of experience in the field
- Working knowledge (or understanding) of current programming languages HTML, CSS design, Javascript, CMS (Wordpress, Drupal, etc.), cross-browser and cross-platform compatibility
- Working knowledge of Adobe Creative Suite (particularly Indesign, Illustrator and Photoshop; Premiere is a plus)
- A good understanding of product development cycle for both digital and print products
- Knowledge and constant updates of latest tools and best practices
- A successful track record of managing website development and publishing projects
- Understanding of technical jargon
- Detail-oriented, resourceful and able to manage shifting priorities
- Excellent communication skills
- Innovative and creative, always looking for new and exciting ways to engage our audiences
- Some experience with IT and cloud services
- Languages: excellent written English skills. Working level in French. Other European languages are a plus

CONTRACT

- The contract will be made under the French or Belgian law
- Permanent full time contract
- Location: Besançon or Brussels
- Availability to travel in Europe in particular
- Salary conditions: depending on candidate experience and according to Energy Cities' salary grid
- Holidays per year: 26.5 days
- Working time: 39 hours (France) or 38 hours (Belgium) working week, compensated by 20 RTT (France) or 20 extra-legal holidays (Belgium) per year
- Other advantages (depending on contract under French or Belgian law): Attractive health insurance package; prévoyance package/group insurance ("assurance groupe") in place; restaurant vouchers; public transport season ticket
- Starting: 1st November 2018 (or earlier if available)

DO YOU WANT TO JOIN US?

- Applicants must have the legal right to be employed either in France or in Belgium
- **To apply, please send a motivation letter AND your CV to Jean-Pierre VALLAR, Managing Director Energy Cities: jean-pierre.vallar@energy-cities.eu**
- Closing date for applications: **5 September 2018**
- **Only short-listed candidates will be contacted and interviewed**