

# WE ARE HIRING



**Full Time**

## **Digital Communications and Community Officer Brussels Based**

EJA, the leading Jewish organization in Europe, and its affiliate Europe Israel Public Affairs (EIPA) seek to recruit a full time Brussels-based Digital Communications and Community Officer.

The ideal candidate would be reporting directly to the EJA Brussels Office Director, would be enthusiastic about human rights and eager to fight anti-Semitism and discrimination. S/he would have a sense of responsibility, respect and a drive to promote one of humanity's most noble causes.

### **MAIN TASKS INCLUDE BUT ARE NOT LIMITED TO:**

- Manage social media platforms by creating and publishing engaging content to ensure it reaches a wider audience
- Maintain and develop the EJA and EIPA websites and ensure that it helps people learn more about our work and how to get involved in our projects
- Manage production and delivery of the key EJA communications to internal and external audiences
- Create a digital plan that ensures content on our website and social media channels is connected and consistent
- Assist the Director of the Brussels office and the Managing Director in creating a plan to ensure we enhance our community's, partners' and donors' engagement
- Create engaging and effective online content that meets user needs and keeps them up-to-date on the latest projects and initiatives we are working on
- Work closely with Jewish communities around Europe to ensure direct flow of information about their activities and EJA-EIPA support actions
- Develop a strategy along with Managing Director and Director of Brussels Office to grow the reach of EJA Activities and initiatives on social media and our website.
- Monitor for and report back on other social media campaigns from competitors, detractors.
- Stay up to date on latest trends and developments.

### **DESIRED PROFILE:**

- 3-5 years working experience in the field
- Integrity and professionalism
- Team player with a sense of responsibility and initiative
- Ability to communicate fluently in English and French. Dutch or another major EU language is an asset
- Proficient knowledge of digital communication tools, Google Analytics etc.
- Experience working with databases and CRM systems (Monday.com or others)
- Advance degree in Digital Communication or other related field
- Strong affiliation with with the EJA and EIPA mission and strategic objectives

***The selected candidate would be offered a Belgian working contract, therefore it is necessary that s/he already has the right to work in Belgium. EJA is offering a competitive salary with fringe benefits, including 7 days additional paid holidays per year, home office and flexible working in a young, open and dynamic environment.***

**Interested?**

**Send your cover letter and detailed CV in English or a video application,  
by 2 April 2023**

to our Office and Event Manager Shirley Benchabat:

**[shirley@ejassociation.eu](mailto:shirley@ejassociation.eu)**

**EJA is an equal opportunities employer. We celebrate and practice diversity in all its forms and are committed to creating an inclusive environment for all of our employees.**

#### **About EJA-EIPA**

Ever since it was created, the European Jewish Association and its affiliated organizations have strived to build lasting and meaningful contacts with the key decision makers and opinion formers in the Council, Commission, Parliament and various permanent representations and embassies. We also work closely with the Mission of Israel to the EU, standing up for Israel, promoting the world's only Jewish State and creating political initiatives that run against Boycott Divestment and Sanctions (BDS)

We count Commissioners, special envoys, MEPs and ambassadors as our friends, colleagues and people who we can call on for help and support.

We also lobby on behalf of Jewish communities from Portugal to Ukraine and everywhere in between, and work with them, covering a large spectrum of activities. From youth to the elderly, promoting and supporting Jewish holidays and traditions, securing and safeguarding Jewish communities, schools, synagogues, Mikvot, and representing communities on Committees, at conferences and high level consultations within the European Institutions.

Together with EIPA, we organize briefings, press trips and events, trying to place Jews front and centre in any European conversation affecting minority groups and minority interests.

**FOR MORE INFORMATION VISIT: [WWW.EJASSOCIATION.EU](http://WWW.EJASSOCIATION.EU)**