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## Recruitment of a Communication manager (100%)

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The Interreg Alpine Space programme is at the forefront of the transition to a unique, carbon neutral and climate resilient European territory: the Alpine region. We tackle common challenges and improve the quality of life of 80 million inhabitants by co-financing and supporting cooperation projects across the borders of seven Alpine countries. Through innovative and pioneering ideas, we foster the integration of sustainable economic development, societal wellbeing and the preservation of the outstanding nature of the Alpine region.

The programme connects actors from various sectors and different policy levels from the seven partner states. They work together, exchange ideas and develop joint solutions, with the aim of influencing policy-making and improving quality of life in the region. We are working in close coordination with the macro-regional strategy for the Alpine region (EUSALP) and the Alpine Convention. We are funded by the European Regional Development Fund (ERDF), thanks to which we will support with € 107 million over 80 Alpine-wide cooperation projects in the period 2021-2027.

The Land of Salzburg acts as managing authority (MA) and as joint secretariat (JS) of the programme. As MA it bears the overall responsibility for the sound and successful implementation of the programme. As JS it manages the day-to-day operations and communication. The Land of Salzburg is now hiring a Communication manager for the JS.

For more information, visit [www.alpine-space.eu](http://www.alpine-space.eu)

### Your tasks and responsibilities

- Coordinate the implementation and evaluation of the programme's communication strategy;
- Develop and implement all communication measures of the programme (e.g. visual identity, website content, newsletters, social media, publications, events etc.);
- Organise, contribute to and post-process programme events (e.g. 25 years anniversary, workshops, seminars, webinars, etc.) and coordinate inputs to external events;
- Support communication on project level, notably by guiding and training project managers to plan

- and implement their communication activities;
- Identify and promote project results;
- Observe communication trends and coordinate with other Interreg and other EU programmes;
- Coordinate public relations and media activities of the programme;
- Monitor the communication budget of the programme;
- Implement and support programme internal and external evaluations;
- Set-up documents for meetings and decisions of programme bodies including post-processing;
- Represent the JS/the programme in diverse European and Alpine-wide workgroups and networks (e.g. Interact, Alpine Convention, EUSALP) and at international conferences;
- Carry out ad-hoc tasks assigned by the head of the JS;
- Instruct and supervise interns in the JS.

## Your qualifications

- Several years of working experience with information and communication activities (preferably in the context of EU funded programmes / projects);
- University degree or equivalent education preferably in communication, journalism or related fields;
- Fluency in spoken and written English and one of the languages spoken in the Alpine area (German, Italian, French or Slovene);
- Fully computer-literate with advanced knowledge of MS Office, content management system (preferably WordPress) and social media; experience with illustration software is an asset;
- Expertise in organising events and coordinating the editing process of publications;
- Expertise in working in or closely with public administration;
- Excellent communication, presentation and moderation skills;
- Project management skills.

## Further desirable qualifications and skills

- Experience in and/or ambition to work in an international environment;
- Knowledge of the cooperation area and enthusiasm for European affairs;
- Knowledge of an additional language of the programme area;
- Creativity and problem-solving orientation, interest in new learning experiences;
- Strategic thinking, accuracy and reliability, open and service-minded team worker.

## We offer

- An exciting job in a small dynamic international team, embedded in the unit for regional development and EU-regional policy of the department for economy, tourism and municipalities of the government office of Land Salzburg;
- The opportunity to bring in own ideas, to improve soft and hard skills during workshops and trainings, to co-organise Alpine-wide events, and to travel and discover the Alpine region and help making it a better place to work and live through cooperation;
- The chance to collaborate with external service providers, communication managers of our projects, other Alpine cooperation initiatives such as EUSALP and the Alpine Convention and other European programmes;
- A working contract linked with the duration of the funding period based on Austrian civil law, with a salary based on the scheme of the Land of Salzburg (Landesbediensteten-Gehaltsgesetz). Your minimum annual gross salary will be € 65.485,00 (14 x € 4.677,50 full time basis). The effective salary classification depends on working experience of the candidate. The working time is of 39,5 hours per week, with five weeks of paid leave per year.

## Application procedure

- The application is taking place exclusively on-line at the following link:  
[https://ec.europa.eu/eusurvey/runner/recruitment\\_comm\\_manager\\_2024](https://ec.europa.eu/eusurvey/runner/recruitment_comm_manager_2024)
- Candidates are invited to upload a detailed Curriculum Vitae and a cover letter in English (maximum two pages), describing the suitability for the position in relation to the tasks and qualifications listed above. Further documents upon request only.
- The applicant must be a citizen of an EU-Member State or a partner state of the programme.
- The deadline for application is Monday **03 June 2024**. Interviews with short listed candidates will be held in calendar week 26 per video call.

**Starting date of assignment: August/September 2024**

For further information, please contact the Joint Secretariat: [js@alpine-space.eu](mailto:js@alpine-space.eu) / + 43 662 8042 3702