

ESPI vacancy notice

Communications Officer [f/m/x]

Full-time (40 hours/week)

The European Space Policy Institute (ESPI) is looking to employ a Communications Officer to develop and implement a communications strategy to improve the impact and outreach of the Institute. The position is located at the premises of the Institute in Vienna, starting in September 2022.

The European Space Policy Institute

The European Space Policy Institute (ESPI) is an association incorporated under the Austrian law. It was founded in 2003 at the initiative of the European Space Agency (ESA) and the Austrian Research Promotion Agency (FFG) and it is supported by members including national space agencies, the European Commission, and leading space industry companies.

The mission of the Institute is to provide decision-makers with informed views on mid-to-long-term issues relevant to Europe's space activities. In this context, ESPI acts as an independent platform for developing positions and strategies.

ESPI fulfils its objectives through various multidisciplinary research activities giving way to the publication of books, reports, articles, executive briefs, proceedings or position papers and to the organisation of conferences and events including the annual ESPI Autumn Conference. Located in the heart of Vienna, the Institute developed a privileged relation with the United Nations Office for Outer Space Affairs and with a network of researchers and experts in Europe and across the globe.

More information on ESPI is available on our website: www.espi.or.at

Fields of activities and duties

The Communications Officer will support the development of the Institute through the **planning, revision and implementation of ESPI's annual Communications Strategy**.

The Communications Strategy helps the Institute achieve its objectives in terms of outreach and impact toward decision-makers in the European space sector. It also helps the Institute to strengthen its position in the space sector through networking and partnerships with relevant organisations (public agencies, think tanks, space companies...). The Communications Strategy integrates all relevant communication channels and tools to promote the work of ESPI and establish an image of the Institute in line with its mission and values. The Communications Officer will implement this strategy in close cooperation with ESPI management and research team.

Additionally, ESPI recently launched a new website and visual identity. The Communications Officer will be responsible for supporting continued roll-out of ESPI's new identity and ensuring all products match the branding guidelines that were developed for the Institute.

Duties and responsibilities envisioned for the position include:

- Annual development of a full-fledged Communications Strategy and planning of communications activities
- Management of ESPI Social Media accounts and preparation/publication of posts in collaboration with ESPI team
- Management of ESPI Website contents and support the continuous improvement of the ESPI website
- Management of ESPI's Visual Identity, including the design of report covers, social media graphics, internal document templates, promotional material, banners and other materials in alignment with ESPI's branding guidelines
- Administration of ESPI's newsletter
- Ordering printed materials from external vendors and suppliers
- Management of ESPI's Google Advertisements
- Support to the organization of ESPI events, both in-person and online (e.g. public relations, on-site support, communicating registration opportunities)
- Management of relationships with journalists and media outlets
- Support to the preparation of multimedia presentations
- Support to partnerships building and networking activities
- Support to the development and publication of ESPI reports and briefs
- Support to the secretariat of the European Centre for Space Economy and Commerce (ECSECO) in design and digital communications (e.g. website and social media management)
- Continuous monitoring, analysis and evaluation of ESPI outreach and impact indicators (e.g. downloads, invitations...)

Qualifications and competencies

For this position, ESPI is looking for applicants having completed a degree in Marketing, Communications, Business Administration or equivalent.

The following competencies and skills are required for the position:

- Excellent knowledge and/or mastery of digital communication channels and tools including:
 - Social Media (e.g. LinkedIn, Twitter, Hootsuite)
 - Photo editing software (e.g., Adobe Photoshop and Adobe Spark)
 - Wordpress - programming skills are NOT required
 - SEM (e.g. Google Ads) and SEO
 - Other tools (e.g. MailChimp)
- Strong copywriting ability for multiple platforms and audiences (e.g. social media, websites, newsletters)
- Great communication culture and mindset
- Great interpersonal skills
- Good organisational skills based on an objective-driven mindset;
- Capacity to work both independently and as part of a team

The working language of ESPI is English. **Excellent command of the English language, written and oral, is a prerequisite.**

A good knowledge and understanding of the space sector as well as experience in video editing or design will be considered a great asset.

Application process

ESPI can only accept applications by EU citizens or non-EU citizens holding residence and employment permit in Austria.

To apply, please send to office@espi.or.at a copy of your CV, a cover letter and – if applicable – sample documentation supporting your qualifications (e.g. homepage or visual design work, etc.), with subject: “ESPI Communications Officer application” before 26/07/2022, 19:00 CET. Please do not submit educational records or certificates at this stage.

The position is planned to be full-time (40 hours/week). The minimum salary for this position is € 2,500 gross per month on a full-time basis. The actual salary depends on your qualifications and experience.