

The European Space Policy Institute (ESPI), the leading European think-tank on space, is looking to employ a **Communications Officer** at the premises of the Institute in Vienna (on-site), starting in **Q3 2025**.

### About the role

Space is undergoing a transformative change in market dynamics, technology developments, and policy implications. Communication activities enable ESPI to achieve its mission and strengthen its position and reputation with more impactful outreach towards decision-makers and other target communities. Complementary to working with stakeholders in the space sector, ESPI also puts a major focus on **developing the impact of space on other policy domains and sectors of economy**.

This position is a part of ESPI's **Communications & Engagement team**, strengthening ESPI's impact on various audiences and aiming to further develop ESPI's role in advising and promoting European space policy globally, in line with the **ESPI2040** vision.



Can you read beyond the job description? Are you driven by purpose and thrive in a pool of bright young minds? Do you cherish independence and can you stand up in open debate and advocate for impact? Can you build bridges in complex spheres of influence and power? Are you inspired by space? **As the Communications Officer at ESPI you will be primarily tasked with:**

- Coordinating and developing ESPI's various communication channels, materials and products, based on proactive interaction with ESPI staff, including:
  - Administering, updating and continuously improving ESPI's website
  - Implementing, coordinating and strengthening ESPI's presence on social media and other digital outreach channels (e.g. newsletter)
  - Elaborating a content calendar on a monthly basis;
- Maintaining relations with media to enhance ESPI's media presence;
- Continuously improving ESPI's communication strategy and branding;
- Monitoring and evaluating ESPI's activity tracker and impact indicators;
- Preparing ESPI's Annual Report, in coordination with other Team members;
- Managing printed materials & merchandise from external suppliers;
- Proofreading and quality assurance of diverse ESPI publications and other outputs.

### Qualifications

- At least 3 years of relevant work experience across a broad range of communications. A good knowledge and understanding of the space sector and working in NGO will be considered an asset;
- Outstanding communications skills (written, oral, non-verbal) and sound interpersonal competence;
- Excellent command of English (writing, grammar and editing skills);
- Strong understanding and practical use of digital communication platforms, including CMS and SEM (incl. Google Analytics), with awareness of current best practices. Experience with graphic design will be considered an asset;
- inter-cultural and multistakeholder competence with a self-starting mindset and attention to detail and accuracy;
- Strong copywriting ability for multiple platforms and audiences;
- flexibility, proficiency in relationship building, and impact-oriented thinking.

### Application Process

We accept applications by **EU/EEA citizens as well as non-EU citizens**. To apply for this position, please send:

- a copy of your CV in .pdf format,
- a motivation letter in .pdf format,

to [vacancies@espi.or.at](mailto:vacancies@espi.or.at) with the subject: "ESPI Communications Officer" **before 25 May 2025, 23:59 CEST**. Please do not submit educational records or certificates at this stage.

The position is full-time (40 hours/week) with flexible working conditions. The advertised salary is in the range of **€ 50,000 – € 55,000 gross per year** (paid 14 times a year). In expectation of ESPI acquiring the status of a *Quasi-International Organisation* (QIO) later in 2025, under the provisions of QIO the salary of ESPI employees will be exempt from tax. An additional bonus payment is subject to the Management's decision and the Institute's overall performance.

Why work with us? Read more about benefits of working at ESPI [here](#).