

January 2026

## Communications Officer

**Reports to:** Communications Lead

**Contract:** Full-time (40 hours/week), 1-year contract with possibility of renewal

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### About the role

The Communications Officer ensures smooth, timely, and accurate execution of operational communications tasks across EGI, partners and its EU-funded project activities.

The role provides broad support, helping maintain consistent content delivery, efficient workflows, and high-quality execution of tasks across digital channels.

Primary responsibilities include publishing content on project websites, supporting the production and distribution of newsletters and other communications outputs such as publications, printed materials, digital explainers, videos and contributing to EGI and project-related communications and administrative processes.

The Communications Officer collaborates closely with colleagues across the Communications Team and the broader EGI organisation, as well as with external partners, contributing to coordinated, reliable, and well-organised communication operations.

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### Key Responsibilities

#### Website & Content Publishing

- Publish and update content (news, events, resources, project updates) on EGI website and the project websites.
- Format text, upload visuals, ensure accessibility, and maintain consistent structure.
- Manage content-update requests from the Communications Team colleagues.
- Monitor and maintain web content quality, links, and basic SEO elements
- Support with simple web analytics summaries (page views, downloads, engagement trends).
- Awareness of and willingness to investigate AI tools and trends.

#### Newsletter Production & Distribution

- Coordinate the collection of newsletter content from Communications Team colleagues.

- Draft introductions, blurbs, and summarised contents where needed.
- Prepare and distribute newsletters in the email platform (e.g. Mailerlite).
- Ensure correct formatting, links, visuals, and contact list segmentation.
- Support A/B testing, scheduling, and post-send analytics.
- Maintain mailing lists and ensure GDPR-compliant subscriber management.

## Project & Administrative Support

- Support purchasing and procurement management for communications activities (e.g. prepare purchase orders, create purchase justification documents)
- Coordinate with finance and project management teams to ensure all documentation is accurate and complete.

## Communications & Project Coordination Support

- Assist with drafting announcements, updates, or event descriptions for web and newsletters.
- Maintain shared calendars, content trackers, and communication planning tools.
- Provide support for presentation materials, partner updates, and reporting inputs.

## Support to Horizontal Activities

- **Digital Engagement:** help prepare social media posts, schedule content, and update analytics.
- **Events:** assist with practical event organisation (live events and webinars), event page updates, publication of agendas and materials.
- **Engagement:** upload stakeholder resources, surveys, and consultation materials.
- **Design:** coordinate with the Graphic Designer and ensure correct use of templates.

## Required Skills & Profile

### Essential

- Excellent written and verbal communication skills in English
- Strong organisational and task-management skills.
- Experience using CMS platforms (e.g. WordPress).
- Experience with newsletter tools (e.g. Mailerlite).
- Ability to handle conflicting deadlines and efficiency in workload management .
- Attention to detail.
- Reliable, proactive, and comfortable mindset to work with diverse internal and external profiles.
- Ability to work with a distributed teams and in a multi stakeholder environment

### Desirable

- Experience in communication activities involving multiple external partners and policymakers, with familiarity with the European research landscape.

- Previous experience in a supporting role or as an intern Design and image editing skills.

## Behavioural Expectations

- Highly organised with excellent follow-through.
- Comfortable supporting multiple managers and working across parallel projects.
- Adaptable and pro-active.
- Strong sense of ownership and commitment to quality.

## Offer

- This is a full-time (40 hours per week) position. You'll have the opportunity to work at the EGI Foundation office in Amsterdam or remotely, depending on your demonstrated experience and in accordance with the EGI Foundation's terms of employment. We value your flexibility and provide options that suit your circumstances.
- The position is offered for a period of one year, with the possibility of renewal upon satisfactory performance.
- Depending on experience, for an employee working **in the Netherlands**, gross salary for a full-time position will be in the range of €3,537 to €3,773 per month, with additional holiday (8% annual gross) and end of year (5% annual gross) bonuses. For employees stationed outside the Netherlands, the salary will be determined by applying the country-specific coefficient correction, and bonuses and benefits will be aligned with the local regulations of the respective country.
- **In the Netherlands**, employees are entitled to 31 days of annual leave (pro rata). For employees residing in other countries, the specific number of leave days may vary depending on the applicable national labour law regulations.
- With a majority of our staff operating from various locations in Europe, we maintain payrolls in multiple countries. In line with this approach, specific contract terms are negotiated based on the employee's country of residence
- Join our vibrant communications team that embodies a strong team spirit. You'll be an integral part of an international organisation, collaborating closely with internal and external colleagues spread across Europe.

## Equal opportunities

The EGI Foundation is committed to creating a diverse environment and is proud to be an equal opportunities employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

## Process and timeline

- Closing date for applications: February 8 2026
- Online interviews: February 15 – 27
- Decision: March 6 2026
- Expected starting date: April 2026

## Apply

To apply, we invite you to send us the following three items by email, to [jobs@egi.eu](mailto:jobs@egi.eu):

- A cover letter (in PDF format), explaining your motivation for applying and how you meet the requirements outlined above.
- A CV/resume (in PDF format), ideally max 2 pages.
- Create and send us a short (maximum 1 minute) video introducing yourself and expressing why you would like to join our team. Feel free to showcase your creativity without any limitations. Please ensure that your video is submitted in one of the common video formats (MP4, MOV, or AVI) and does not exceed 10–50MB in file size. For naming consistency, please label your video as follows: 'Firstname\_Lastname\_CommunicationsVideo.mp4'. Share your video by using a file-sharing service of your choice.

Incomplete applications will not be considered.

If you have any questions about this position, don't hesitate to reach out via [jobs@egi.eu](mailto:jobs@egi.eu)!  
Thank you for your interest!

More information on working at EGI Foundation: <https://www.egi.eu/careers/>

**NO RECRUITERS PLEASE**