

July 2018

## **Job offer: Communications Manager**

**CENTR is the association of European country code top-level domain name registries. For the role of its communications manager, CENTR is looking for an experienced and enthusiastic individual who will work with the CENTR team to serve its multicultural and multilingual membership.**

### Main tasks:

- Design and implement a communication strategy in line with CENTR's Strategic Plan
- Content editing, writing, publication and distribution through various channels, including newsletters
- Lead on new website developments
- Liaise with our international membership
- Manage the communication budget
- Support CENTR's Marketing and Administrative Working Groups
- Manage CENTR's social media presence
- Manage the organisation's corporate identity
- Lead and support on key member events and workshops

### Challenges:

- Understanding the dynamic domain name industry and its wide range of partners and stakeholders
- Be able to self-organise and take initiative while working closely with the team
- Working with virtual teams
- Expect an average of 5-10 business trips a year

### Key experiences:

- A minimum of 3 years' experience as communication officer (preferably in membership-based associations)

### Key skills and competences:

- Strong interpersonal skills
- High-level communication and writing skills
- Native level of English
- Ability to respond quickly to new challenges
- Eager to learn
- Good networking skills
- Ability to work under pressure and to set priorities
- CMS experience (Drupal, Joomla, etc.)
- Working knowledge of the Adobe Creative Suite (InDesign, Photoshop, Illustrator)

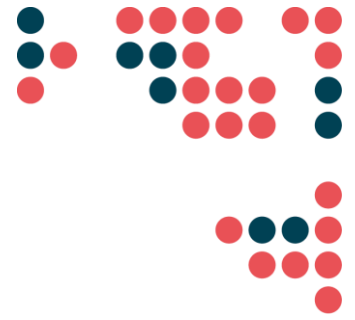
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What CENTR offers:

- A truly international working environment in a not-for-profit industry
- Flexible working hours
- A training budget
- A permanent, full-time contract
- A competitive salary package including personal bonus, group bonus and insurance

Location: Brussels

Candidates must already have the right to work in Belgium (work permit or EU citizenship) and no relocation package can be offered.

If you are interested in the role and would like to apply, please send your CV and a cover letter to [secretariat@centr.org](mailto:secretariat@centr.org) by **17 August 2018**. Phone interviews will be scheduled in the week of 20 August and face-to-face interviews in the week of 27 August.

We are looking forward to hearing from you!

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