**Community & Communications Coordinator**

**CONTACT DETAILS**

*Please fill out the contact details below in order to facilitate communication.*

|  |  |
| --- | --- |
| **Name:** | **Surname(s):** |
| **Nationality/ies:** | **Address:** |
| **Email:** | **Mobile:** |
| **Gender:** | **Mother Tongue/s:** |

**SECTION 1: ELIGIBILITY**

*Please respond to each statement below with only a Yes or No entered in the third column.*

|  |  |  |
| --- | --- | --- |
| **ELIGIBILITY** | **STATEMENT** | **CONFIRM** |
| **Nationality:** | Be a national of an EU Member State or an EFTA state[[1]](#footnote-1); or have a work permit to work in Spain. |  |
| **Citizenship Obligations:** | I can provide a certificate of good conduct (confirming the absence of any criminal record). |  |
| **Education:** | * Degree in Communication, Marketing, Journalism, Public Relations, or related field[[2]](#footnote-2). |  |
| **Languages:** | * Written and spoken English (C1), any other European language is a plus. |  |
| **Sector experience:** | * Minimum 3 years related professional experience |  |
| **Operational experience:** | * Demonstrated ability to translate complex technical and business subjects into engaging, understandable pieces; * Experience in managing the information flows across the organisation; * Ability to ensure timely collection of key information coming from across the organisation; * Ability to build strong relationships; networker and teamwork; |  |

**SECTION 2: COVER LETTER**

*Describe specifically how your experience matches the skills defined in the job description for the* ***Community & Communications Coordinator****. Use examples to illustrate your competencies. This should be no more than 2 pages.*

**SECTION 3: CURRICULUM VITAE**

*Please cut and paste your most recent CV limited to 3 pages.*

1. EFTA countries are Norway, Iceland and Liechtenstein as defined by as defined in Article 2 of the EEA agreement. [↑](#footnote-ref-1)
2. Only qualifications issued by an EU Member State authorities and qualifications recognized as equivalent by the relevant EU Member State authorities will be accepted [↑](#footnote-ref-2)