# **Community and Communications Coordinator**

**CONTACT DETAILS**

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

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| --- | --- |
| **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:** | Have a bachelor’s degree in Communication, Marketing, Advertising, Business or related field; |  |
| **Languages:** | Written and spoken English (C1); Any additional EU language is a plus |  |
| **Sector & Operational experience:** | * 3+ years’ experience in social media, ideally in the field of mobility, or related topics and experience working for an EU-related body;
* Experience working with social media platforms is required; specifically, LinkedIn, Facebook, Instagram, Twitter and YouTube. Knowledge of TikTok and others will be considered an advantage;
* Strong knowledge of Hootsuite, Meltwater and Google Analytics.
* Experience in crafting SEO-focused content for CMS
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**SECTION 2: COVER LETTER**

*Describe specifically how your experience matches the skills defined in the job description for the* ***Social Media and Website Assistant****. 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)