

Job Description: Communications Officer

Place of work: Luxembourg

Vacancy type: Full time

Contract type: CDI – Permanent contract

Starting date: Immediately

Salary: Competitive

About InFiNe:

The Inclusive Finance Luxembourg Asbl (InFiNe) is the Luxembourg platform that brings together public, private and civil society actors involved in inclusive finance. The value of InFiNe lies in the wide range of expertise characterized by the diversity of its 43 members.

The role:

Under the direction of the Executive Director and in close collaboration with the Project Manager, the Communications Officer is responsible for the co-creation of InFiNe's communication strategy and its operational deployment.

Main Tasks:

- **Website overhaul:** you will lead the structural overhaul of the InFiNe website. In doing so, you will leverage the technical skills of a communication agency, which you will manage.
- **Website content management:** working with the InFiNe team, you will write and regularly update all website information: member information, jobs, news, events, resources, etc.
- **Social media management:** you will establish an editorial policy for publications. You will schedule posts and create various textual and visual content for platforms such as Facebook, LinkedIn, and Twitter.
- **Newsletter and email campaigns:** you are responsible for gathering information from the team and members, designing the layout, and sending newsletters.
- **Creation of communication materials:** brochures, leaflets, flyers, posters, videos, roll-ups, banners – you will oversee the production of all print and digital communication materials.
- **Database management:** you will be in charge of updating and optimizing InFiNe's database and implementing actions to increase data capture.
- **Event planning and press relations:** you will assist the InFiNe team with organizing events, such as the annual European Microfinance Award. You will write press releases and produce press kits to announce events to the media and maintain the press list.
- **Monitoring and Reporting:** for each communication action, you will establish performance monitoring dashboards that include key performance indicators.
- **Partnership Relationships:** you will look into possible innovative ways to diversify member's contributions, by developing specific actions in communication to be explored
- **Support the administrative processes**



Profile and skills:

- Higher education degree in communication, marketing with at least 5 years of professional experience.
- Good writing skills tailored to different audiences.
- Excellent writing skills and acquainted with routine IT office as well as dedicated Communications software/ tools such as Mailchimp, Canva, Photoshop, Illustrator or InDesign
- Comfortable with photography and the creation of simple graphic designs to enrich website content, social media, and newsletters. Video creation skills are a plus.
- You have experience managing professional external communication providers (graphic designers, communication agencies, etc.).
- You are capable of managing projects within deadlines, identifying needs, prioritizing tasks and resources, and planning.
- You are meticulous and reliable, demonstrating curiosity, critical thinking, and strong interpersonal skills.
- You are flexible and autonomous with the ability to multi-task, able to work in a small team
- Organised, dedicated and focused with high levels of accuracy and attention to detail

Languages:

Fluency in English and French is required.

Luxembourgish would be an asset.

Applications:

Application deadline: **15 September 2024**

Interested applicants should submit a Curriculum Vitae and a cover letter to contact@infine.lu

Only shortlisted candidates will be notified.

