



**CEEweb for Biodiversity**  
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## Communications Assistant (part time)

**CEEweb for Biodiversity** is currently looking for a part-time Communications Assistant to join its team in Budapest, Hungary, and to work in the “Game over? Do not let Climate Change end the game!” project, funded by the DEAR mechanism.

### About CEEweb

Established in 1994, CEEweb is a network of 53 non-governmental organisations in the Central and Eastern European (CEE) region. Throughout this time, we have worked in over 20 countries on identifying and changing the drivers behind biodiversity loss; forming common policies and actions for the enhancement of biodiversity in the CEE region; and promoting the enforcement of international conventions for nature and biodiversity conservation.

### About the project

The project “Game over? Do not let Climate change end the game!” represents an overarching, interregional set of actions — often gamified — focused on raising the awareness of and activating European youth to help tackle the climate change global problematic.

Climate change is one of the main reasons behind biodiversity loss and ecosystem decline on the one hand, and ecosystem decline is also an aggravating factor behind climate change on the other hand. Thus, the consortium partners have come together taking a broad approach on how climate change impacts all life on Earth — in Europe and in the South, and vice versa — and how our choices affect the ecosystems in order to capitalize on the strong synergies in an emotional, life-centred communication campaign.

The campaign seeks to shed light on the impact and responsibility of the EU in the world and the critical role that EU institutions, programs and policies play in shaping development in countries of the South. At the same time, EU citizens through consumption and life-style choices, have an influence on production in the global South and the well-being of its citizens. The project, thus, will seek to bring these crucial interactions to the spotlight, foster critical thinking among the youth and highlight how well implemented EU development programs, climate change actions and individual changes can make a positive and forward-looking change in the world.

## About the position

The Communications Assistant will support the Project Coordinator during the project's implementation in all communication related tasks, including:

- Composing content (e.g. news articles, press releases)
- Social media posting and monitoring
- Updating the project's website
- Organising public events (e.g. museum exhibitions, theatre plays)
- Researching for and preparing publications (e.g. print materials, e-learning platform)
- Other publishing tasks (e.g. graphic design)

## The ideal candidate:

- Has experience in communication tasks of EU-funded projects
- Is proficient in English language (i.e. oral and written)
- Has strong IT user skills
- Is an advanced MS Office user
- Lives in/around Budapest
- Has some HTML programming skills

## Nice to have:

- Proficiency in Hungarian language
- Other Central and Eastern European languages
- Knowledge of graphic design (e.g. InDesign, Adobe Photoshop, CorelDRAW)

## On CEEweb's working conditions:

- Flexible working hours
- Possibility of home office
- Nice office location in the 2<sup>nd</sup> district of Budapest
- International environment
- Strong team spirit and mission

**Gross salary range:** 600-630 EUR/month (20 hours/week)

The candidate must have the right to work in the EU.

Please, send your CV and a cover letter in English to Mr Csaba Mezei at [mezei@ceeweb.org](mailto:mezei@ceeweb.org).

**Deadline:** 23:59 CET, 27 May 2020.