



# **Coordinator Internal & External Communications (m/f/x)**

**Full-time, indefinite duration**

## ***Context***

Trias is an international NGO active in 16 countries in Asia, Latin America and Africa. We support approximately four million family farmers and small entrepreneurs. We do this by strengthening dozens of farmers' organizations and business associations. Under the supervision of Trias, these member organizations provide professional business training, affordable microcredit, profitable markets and active advocacy. More information can be found at [www.trias.ngo](http://www.trias.ngo)

Are you an experienced communications professional with a clear vision of the use of internal and external communications to support Trias' strategy? Do you get energy from coaching colleagues and building teams?

Then you might be the person we are looking for!

## ***What does the job entail?***

The communications team is part of the Department of Programmes & Partnerships (P&P) and operates from the office in Brussels. Your report to the head of P&P and you work closely with the other team coordinators within P&P (Knowledge Management, Programme Management, Resource Mobilisation).

You manage a team of 2 (internal resp. External) communication experts and will be working with 7 communication advisors overseas. You are (often together with others) responsible for realizing integrated communication projects.

Your main responsibilities include

- developing and propagating the corporate communication strategy
- drawing up and following up a communication plan
- preparing and managing the communication budget
- coaching and managing the team
- managing the processes around the new branding and the renewed website
- development and promotion of correct and systematic use of the house style, tone and corporate storyline of Trias
- developing corporate communication products (including annual reports, articles, social media messages)
- coordination & content creation of the Trias website

- production of audiovisual content (e.g. via interviews, articles and external newsletters)

### ***Who are we looking for?***

- You have a Master's degree in a relevant domain, or equivalent through experience;
- You gained relevant work experience for a minimum of 8 years;
- You have experience in managing and coaching teams for a minimum of 3 years;
- You can express yourself fluently in English, both spoken and written; knowledge of French, Spanish, Portuguese or Dutch is an added value;
- You master the use of Microsoft Office and other virtual tools;
- You have experience in graphic design and public relations;
- You combine conceptual thinking with a hands-on mentality;
- You are up to date with the latest communication trends;
- You have an affinity with our sector and the ability to collaborate with various teams.

### ***What can we offer you?***

We offer a job in a dynamic and challenging environment in an international context.

You will receive a contract for an indefinite period, with flexible teleworking options.

The gross monthly salary is a minimum of € 4.811,07 (5 years of relevant experience) and a maximum of € 6.308,63 (35 years of relevant experience).

The gross salary is supplemented with an attractive package of fringe benefits (meal vouchers, group insurance, hospitalization insurance, 13th month, teleworking allowance, GSM intervention, etc).

The office is located in the heart of Brussels, easily accessible on foot from the Central Station, and close to the Madou metro.

### ***Are you interested?***

Then send us your **CV and motivation letter to [jobs@trias.ngo](mailto:jobs@trias.ngo) before February 27, 2023.**

The selection process consists of the following stages: selection of application file, written test, interview and external assessment. An additional interview is possible.

You can obtain more information about the position from Stephanie Eeckman, Head of Department P&P (email: [stephanie.eeckman@trias.ngo](mailto:stephanie.eeckman@trias.ngo)) and about the procedure from Stefan Wellens, HR Coordinator (email: [stefan.wellens@trias.ngo](mailto:stefan.wellens@trias.ngo)).

***People's qualities are decisive in our recruitment, regardless of gender identity, orientation, origin, age, social background or disability.***