

# VN 21/20 Internal Communication Coordinator

The Internal Communication Coordinator is responsible for planning, sourcing, writing, editing and proofing a wide variety of texts to be used internally, predominantly for the organisation-wide Intranet. In addition, the Internal Communication Coordinator will coordinate other relevant internal communication projects, and potentially suggest some innovative and meaningful activities to further encourage the sense of belonging to EUMETSAT.

The position reports to the Editorial and Design Manager. It is located within the Strategy, Communication and International Relations Division (SCIR).

## Duties

- Develop and/or edit texts for Intranet stories and ensure their timely publication, including in the drafting on short notice of ad-hoc communication stories for unforeseen events;
- Coordinate the internal communication stories, maintain the editorial calendar for them and source suitable imagery for the stories when necessary;
- Coordinate and support internal communication campaigns linked to various cross-organisational projects and events;
- Coordinate and support the communication related to change management within the organisation;
- Suggest relevant and practical communication actions to reinforce a sense of affinity to EUMETSAT for everybody, including those working remotely;
- Maintain regular and structured interactions with management and colleagues from all departments at EUMETSAT to identify opportunities of internal communication, generate relevant, lively and interesting texts;
- Liaise regularly with the graphic design, events and publishing teams;
- Maintain the relevant set of working practices related to internal communication.



### LOCATION

Darmstadt,  
Germany



### QUALIFICATIONS

As a minimum, a full secondary education and professional certification in content writing, internal communication, or a related field is required.



### LANGUAGES

The official languages of EUMETSAT are English and French. Candidates must be able to work effectively in English and have some knowledge of French.

For this post, an advanced level of professional English, both oral and written, is mandatory. An ability to produce/edit texts in French and German would be an advantage.



DEADLINE

2 May 2021

## Skills and Experience

- Proven experience coordinating communication activities related to strengthening corporate culture and sense of identity;
- Proven and excellent 'news style' writing skills, with an ability to turn facts into texts appealing to their respective target audiences;
- Minimum of five years' experience, either in an authoring environment or as an internal communication officer, ideally obtained in a scientific/technical area;
- Accuracy and attention to detail when dealing with scientific/technical information in text development and proofing;
- Journalistic skills such as an enquiring mind and the ability to source new stories and / or go beyond the plain facts of a story;
- Ability to work independently and with initiative, according to set targets;
- Excellent interpersonal skills with an ability to interact with senior management and colleagues at all levels;
- Affinity writing for modern media technologies such as social media and websites;
- Ability to write content in German and French would be an advantage.

## Employment Conditions

The initial contract will be of 4 years' duration, with subsequent 5 year contracts being awarded thereafter, subject to individual performance and organisation requirements. There is no limit to the amount of follow-up contracts a staff member can receive up to the EUMETSAT retirement age of 63 and there are certainly opportunities to establish a long career perspective at EUMETSAT.

This post is graded A2/A4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 5,363 per month (net of internal tax but excluding pension contribution and insurances) which may be negotiable on the basis of skills and experience. The salary scale provides for increments on the anniversary of taking up employment, and scales are reviewed by the EUMETSAT Council with effect from 1 January each year. In addition to basic salary, EUMETSAT offers attractive benefits. Further information, including salary details, is available on the EUMETSAT web site.

**EUMETSAT is committed to providing an equal opportunities work environment for men and women.**

**Please note that only nationals of EUMETSAT Member States may apply. The EUMETSAT Convention requires that Staff shall be recruited on the basis of their qualifications, account being taken of the international character of EUMETSAT.**

# About EUMETSAT

EUMETSAT is Europe's meteorological satellite agency. Its role is to establish and operate meteorological satellites to monitor the weather and climate from space - 24 hours a day, 365 days a year. This information is supplied to the National Meteorological Services of the organisation's Member States in Europe, as well as other users worldwide.

EUMETSAT also operates several Copernicus missions on behalf of the European Union and provide data services to the Copernicus marine and atmospheric services and their users.

As an intergovernmental European Organisation, EUMETSAT has 30 Member States (Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.)

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