

# J O B L I S T I N G

The Brussels Office of the Rosa-Luxemburg-Stiftung (RLS) is seeking to hire a Project and Social Media Manager in the field of international public relations and communications (full-time, limited to 2 years) ideally beginning on 1 January 2022.

## **About the Employer**

The Rosa-Luxemburg-Stiftung is a globally active German political foundation, closely linked to the political party Die Linke, and guided by the thought and legacy of its namesake, the socialist icon Rosa Luxemburg. We are committed to peace, democracy, social justice, and democratic socialism.

The foundation maintains 27 foreign offices worldwide, one of which is located in Brussels, with a liaison office in Madrid. The Brussels Office focuses primarily on politics in the European Union and fosters the development of alternative strategies for European integration.

The foundation's international, English-language communications work is also coordinated from the Brussels Office by a lead editor within the framework of a so-called "thematic deployment". As one branch of a wider international organization, the Rosa-Luxemburg-Stiftung's Brussels Office is closely linked to the head office in Berlin, but works independently within the framework of its statutes and German government regulations.

## **Responsibilities and Tasks of the Project and Social Media Manager**

- Project management and documentation in the field of international public relations, in cooperation with the responsible lead editor
- Monitoring and directing an annual budget and financial flows for the foundation's international communications
- Developing and issuing public tenders and programme applications in line with the rules set out by the German Federal Ministry for Economic Cooperation and Development (BMZ)
- Preparing contractual agreements for individual projects with external partners in line with BMZ rules
- Maintaining, moderating content, and expanding the foundation's English-language social media presences (currently Facebook and Twitter)
- Developing and executing publishing and media strategies for the foundation's English-language content together with the lead editor
- Over time, the project manager may also be asked to participate in editorial processes and maintain the foundation's English-language website ([www.rosalux.org](http://www.rosalux.org)) depending on capacity and availability

## Necessary Qualifications

- Bachelor's degree in the humanities, social sciences, or communications
- Native-level English speaking and writing skills, ability to understand and communicate in written and spoken German in a workplace setting – French and Spanish skills are preferred but not required
- A high level of familiarity with business software (Microsoft Office, Outlook, accounting and project accounting software, communication programmes) and a willingness to familiarize oneself with new software
- Knowledge and practical experience with project management in non-profit, social movement, and government/institutional contexts
- Knowledge and practical experience with public tenders and procurements
- Editorial and writing experience in political and institutional contexts
- Knowledge and practical experience in social media work
- Intercultural competencies
- Communicative and organizational skills, ability to work in a team
- Familiarity with the political Left (parties, social movements, trade unions, etc.)
- Identification with the values and mission of the Rosa-Luxemburg-Stiftung

Applicants should exhibit a high level of commitment and a willingness to learn new things, and be willing and able to communicate with government agencies, parliamentarians, publishers, authors, and our partners from around the world.

## We Offer

- A diverse field of activity with broad potential for creativity and professional development
- Work in a vibrant international environment with colleagues from around the EU
- Employment at the Brussels Office according to Belgian law
- A salary in line with local standards as defined by the BMZ

Applications should be submitted in English and should reach us – stating the applicant's salary expectations and earliest possible starting date – preferably by e-mail. Applications are due by 15 November 2021.

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The Rosa-Luxemburg-Stiftung is committed to counteracting existing social disadvantages in the sense of affirmative action to prevent or compensate for existing discrimination. In this context, we expressly encourage women, people with disabilities and/or with a migrant background to apply.

By submitting your application, you consent to the processing of your data for the purposes of the application procedure in accordance with our privacy policy (more information at [www.rosalux.eu/privacy](http://www.rosalux.eu/privacy)).

No acknowledgements of receipt will be issued for applications.