

JUNIOR COMMUNICATION OFFICER – ICA Global HQ- Brussels

The **International Cooperative Alliance (ICA) AISBL** is seeking a highly motivated and skilled **Junior Communications Officer** to join our team, focusing primarily on communications for the “ICA-EU Partnership #coops4dev  ‘People-Centred Businesses for Sustainable, Democratic, and Inclusive Development. The program focuses on promoting the cooperative business model in global and local development policies. It also aims to strengthen cooperative organizations as independent and viable actors in development processes.

This is a junior-level position based at the ICA's global headquarter in Brussels and involves supporting the visibility, outreach, and knowledge dissemination of this key initiative, which is co-funded by the European Union.

It is a key role to ensure that ICA and the coops4dev program bring the voices and stories from its members around the world to a wider audience.

About the ICA: The International Cooperative Alliance (ICA) **unites, represents and serves** cooperatives worldwide. The ICA is an independent, non-governmental organisation established in 1895 to unite, represent and serve cooperatives worldwide. It provides a global voice and forum for knowledge, expertise and coordinated action for and about cooperatives. The ICA's members are international and national cooperative organisations across 110 countries from all sectors of the economy. More information is available at: www.ica.coop

Key Responsibilities

The Junior Communications Officer will be responsible for a range of tasks, including:

- **Content Creation:**
 - Drafting, editing, and scheduling content for various communication channels, including the coops4dev website, social media platforms (e.g., Bluesky, LinkedIn, etc.), and newsletters.
 - Developing news articles, success stories, press releases, case studies, and blog posts that highlight the initiative's achievements and impact.
 - Assisting in the creation of visual content (e.g., infographics, short videos) in coordination with relevant team members or external providers.

- **Digital Communication & Management:**
 - Maintaining and updating the coops4dev website and any other digital platform developed within the ICA-EU Partnership
 - Tracking and analysing website and social media performance using analytics tools, reporting on key metrics, and suggesting improvements.
- **Event Support:**
 - Providing communication support for coops4dev events, webinars, and conferences (both online and in-person), including preparing promotional materials and post-event summaries.
- **Branding & Visibility Compliance:**
 - Ensuring all communication materials comply with the branding and visibility guidelines of both the **ICA** and the **European Union** (as a co-funder).
- **Other Support:**
 - Facilitating the ICA gender equality committee (10%)
 - Perform any other communication task connected to the implementation of the coops4dev initiative.

Required Qualifications & Skills

- **Education:** A university degree (Bachelor's degree or higher) in Communications, Journalism, Public Relations, International Relations, European Studies, or a related field.
- **Experience:** minimum 1 year of relevant professional experience, ideally in a communications role for an NGO, international organization, or EU-funded program. Recent graduates with strong internship experience in a similar field are also encouraged to apply.
- **Language: Fluency** in written and spoken **English** is required. Working knowledge of **Spanish** is a strong asset.
- **Digital Proficiency:**
 - Proven experience managing professional social media accounts.
 - Experience with website editing.
 - Basic graphic design skills (e.g., using Canva or similar tools)

- **Knowledge:** An understanding of the **cooperative movement**, sustainable development, and the role of the European Union in international cooperation is desirable.
- **Soft Skills:** Excellent written and verbal communication skills, strong organizational abilities, the capacity to work both independently and as part of a multicultural team.

Offer

- ‘Convention d’immersion professionnelle’ – CPI- contract for 6 months, with the possibility to evolve into an open-ended contract thereafter.
- Opportunity to work for a global movement of a widely diverse nature and origin.
- Gain valuable experience in international development and EU-funded project communication.
- A positive, friendly and international working environment.

How to Apply

Interested candidates should submit their CV and a cover letter outlining their relevant experience and interest in the cooperative movement and EU-funded work to **recruitment@ica.coop** by **26/10/2025**. Please **reference "Junior Communications Officer - coops4dev"** in the subject line.

The ICA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.