

SALTO Participation & Information Resource Centre is Hiring a Communication Coordinator

Do you have an ambition to foster youth participation in decision-making? Do you get professionally excited when there is a chance to do strategic planning and international cooperation? Are you a person who also enjoys hands-on work with projects, events and diverse stakeholders in order to raise the quality of European youth work? Are you experienced in communication and marketing and have ideas how to make youth voices heard?

If so, this is an invitation for you to apply for a job at the [SALTO Participation and Information Resource Center](#) (SALTO PI) hosted by the [Erasmus+ and European Solidarity Corps Agency in Estonia](#) (part of the structure of [Estonian Education and Youth Board](#)).

At SALTO PI, we encourage youth participation and media literacy by being a source of inspiration and trustworthy information. We develop tools and publications and organise trainings and events to actively promote and foster youth participation in Europe.

We also support National Agencies, the European Commission and other youth field stakeholders to work strategically on youth participation and communication within the European programmes for youth.

The responsibilities of the SALTO staff are based on the objectives for SALTO PI:

- ◆ To implement the European Youth Strategy for enhancing youth participation through Erasmus+ and European Solidarity Corps programmes and steering and supporting the National Agencies in effective implementation of the Strategy at national and transnational level;
- ◆ To provide guidance to and support to the National Agencies on state-of-the-art strategies for effective communication to and with their target groups to enable reaching out to a higher number and diversity of young people;



- ◆ To support the capacity building of the National Agencies to take their role as enhancer of youth participation, including their role in the development of critical competencies for participation and in using the full potential of digital technologies in reaching its' target audiences;
- ◆ To develop and offer easily transferable and smart information, communication and educational tools and online campaigns for NAs for youth empowerment and participation;
- ◆ To develop expertise on and initiate reflection, discussion and cultivate awareness about the evolving trends in youth participation, communication, media and information literacy and digital transformation. Improve youth work actors' competences for participation, involvement of young people in democratic decision-making processes, youth participation through volunteering or youth organisations, policy developments around participation, etc;
- ◆ To offer new and smart solutions (innovation) to National Agencies and the European Commission, including data-rich analyses as well as innovation in approaches and methods for youth work to foster youth participation, communication skills and the critical competencies development needed for its quality;
- ◆ Organise events (offline and online) to support achieving the objectives.

We are hiring a Communication Coordinator to work in SALTO PI starting January, 2022.

Competencies:

- Able to identify issues, analyse and participate in the resolution of issues/problems.
- Able to work independently and take initiative.
- Able to cooperate and work in a co-creational way.
- Values and contributes to good team work.



- Demonstrates professional competence and mastery of subject matters.
- Creative in approaching challenges and ways of working.
- Able to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.
- Has conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases.
- Shows pride in work and in achievements.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Is motivated by professional rather than personal concerns.
- Shows persistence when faced with difficult problems or challenges.
- Has knowledge and understanding of financial regulations and rules, procurement process and procedures.

Communication:

- Speaks and writes clearly and effectively;
- listens to others, correctly interprets messages from others and responds appropriately;
- asks questions to clarify, and exhibits interest in having two-way communication;
- tailors language, tone, style and format to match audience;
- demonstrates openness in sharing information and keeping people informed.



Planning & Organising:

- Develops clear goals that are consistent with agreed strategies;
- identifies priority activities and assignments;
- adjusts priorities as required;
- allocates appropriate amount of time and resources for completing work;
- foresees risks and allows for contingencies when planning;
- monitors and adjusts plans and actions as necessary;
- uses time efficiently.

Education:

Advanced university degree (Master's degree or equivalent), preferably in communication sciences.

Core tasks:

- Coordinating and organising capacity building events for National Agencies (yearly staff trainings, webinars)
- Supporting the international network of Communication and Information Officers from National Agencies of Erasmus+ (encouraging cooperation and sharing, building capacity)
- Coordinating and participating in developing strategies, task forces, co-steering and expert groups
- Developing content (videos, texts, guidelines, tips, tutorials) on topic of Communication and Marketing



- Managing SALTO PI's communication and supporting colleagues in their communication and outreach activities (e.g promotion of events and activities)
- Supporting the [SALTO network's](#) communication initiatives (participating in working groups and discussions, taking up tasks, etc)
- Developing strategic cooperation with international partners (such as European Commission, National Agencies of Erasmus+, other SALTOs, youth work stakeholders)
- Organising training events and activities for Erasmus+ and European Solidarity Corps beneficiaries and potential beneficiaries
- Promoting the opportunities of EU Youth Programmes and the key topics of SALTO PI (youth participation, media and information literacy, digital transformation and communication skills)

Work Experience (including voluntary work):

- A minimum of four years of responsible international experience in project or programme management in the area of communication management is required.
- Experience in online and/or outreach/information campaigns and projects is required.
- Experience in planning, managing and conducting transnational training programmes, organising conferences and monitoring/analysing information and data is desirable.
- Experience working in international or governmental organisations is desirable.



Languages:

Fluency in English (both oral and written) is required; basic knowledge of Estonian is an asset.

What we offer:

- Work in an ambitious and dynamic team committed to a shared cause, including an active approach to team development, trainings and opportunities for personal and professional development
- A chance to develop your own activities and directions based on overall aims and objectives of SALTO PI
- Benefits designed for your well-being and a healthy work-life balance, e.g. health subsidy and health days; a salary that enables comfortable living in Estonia
- A commitment to creating a diverse and inclusive workplace that enables everyone to bring their full self to work and make a positive impact on the world.

Apply now:

We are looking forward to your application!

We invite you to submit **by 27th of December 2021**, 14:00 CET/15:00 EET your **CV**, highlighting the relevance of your experiences and competence to the job and a **motivation letter** focused on your vision in working at the SALTO Participation and Information Resource Centre.

The documents should be sent through [RECRUR platform](#).

More info on the recruitment can be obtained when writing to: participation@salto-youth.net.

