

Communications & Events Officer

The Jacques Delors Institute (JDI) is a European think tank founded by Jacques Delors in 1996, following his presidency of the European Commission. With a team of around 15 staff members from across Europe, the Institute's key missions are to provide analysis and policy recommendations for European policy-makers and to foster public debate on European issues. Throughout the year, the JDI organizes a variety of events, including public conferences and expert seminars. It also established the Académie Notre Europe, a European citizenship training program that brings together over 100 young participants each year.

MAIN RESPONSIBILITIES

- Contributing to the implementation of the JDI's communication strategy;
- Updating the JDI's website (WordPress);
- Managing the JDI's social media accounts by creating engaging content (including visuals & videos) and monitoring engagement metrics;
- Writing press releases and managing media relations;
- Enhancing the visibility of the JDI's publications, events, and other activities (including preparing the monthly newsletter and producing communication materials);
- Coordinating the JDI's publication schedule, liaising with the graphic designer, and overseeing translation processes;
- Creating, updating, and distributing the JDI's mailing campaigns;
- Designing, organizing, and promoting conferences, seminars, and other events in collaboration with researchers and/or JDI partners;
- Contributing to the organization of events for the Académie Notre Europe;
- Proactively contributing to the development of communications and events at the JDI.

REQUIRED PROFILE

- Degree in European affairs, Communications, or another field relevant to the position;
- Strong command of digital and social media management;
- Previous experience in communications or event management is an asset;
- Fluency in French and minimum C1 level in English required;
- Basic knowledge of graphic design and video editing (Canva, CapCut, etc.);
- Good understanding of institutional communications and European affairs.

DESIRED SKILLS

- Strong organization skills and attention to detail, combined with a creative mindset;
- Proactive team player with a strong sense of initiative;
- Strong interpersonal skills and able to show flexibility;
- Ability to work under pressure and deliver high-quality results within tight deadlines;
- Excellent analytical and writing skills.

WHAT WE OFFER

Contract type: Permanent (full-time, 39 hours/week)
Location: 17 rue d'Antin, 75002 Paris
Salary: Depending on experience
Benefits: remote work (1 day per week); meal vouchers; 50% reimbursement of the Navigo transport pass; company health insurance

HOW TO APPLY

Please send your CV and cover letter to admin@delorsinstitute.eu by **29 October 2025**, stating [Job Application] in the subject line of your email.
Preferred start date: November 2025.