

## YUFE Content Creator & Community Manager

The YUFE Central Office is looking for a Content Creator & Community Manager for its joint Brussels Office (YUFE AISBL/ivzw).

### Working as part of the YUFE Central Team

The Young Universities for the Future of Europe (YUFE) is one of the dynamic European University Alliances, selected by the European Commission. YUFE aims to shape a holistic and inclusive future for European students and learners, and their society. The YUFE Alliance strives to be the front-running Alliance of European Higher Education in which students, learners, and staff are co-leaders, co-dreamers, and co-creators. YUFE's mission is to become a successful model of a socially responsible European University.

Read more about our Alliance at [www.yufe.eu](http://www.yufe.eu).

At the core of the YUFE Alliance lies the YUFE Central Office, based in Brussels, which operates as the pounding heart of realizing YUFE's long-term strategy and supporting the Alliance's policies. As YUFE Content Creator & Community Manager you will be part of a young and energetic Central Office Team acting as a shared service unit to the whole Alliance and its partners.

### What you will be working on

The Content Creator & Community Manager, working closely with the YUFE Communications Officer will edit and update content for the YUFE website, social media platforms and our internal communications outlets.

As Creator & Community Manager, you will have the opportunity to:

- Planning content and setting objectives, developing a content calendar
- Manage daily communication, operational tasks and campaigns
- Updating the website and the intranet (SharePoint)
- Written content creation such as writing and editing brochures, newsletters, flyers, blog posts and other written material
- Visual content creation by designing images, visuals, infographics and (short) videos in Canva, Adobe or other software programmes
- Producing reels, videos and other multimedia content to enhance engagement with our various target groups and with internal and external partners
- Participating actively in the YUFE Communication Crew consisting of the communication colleagues at our ten partner institutions
- Liaising with external agencies
- Participating actively and working with the Student Forum Communication Representatives
- Contribute to the annual communications planning.

## What we are looking for

We are looking for a dedicated, proactive team player who wants to contribute to a dynamic team within an international and Intercultural environment. As equity, diversity and inclusivity belong to YUFE's core values, we are searching for a colleague fully committed to these principles.

- You hold a bachelor's degree (a master's degree is desirable)
- You have a proven, demonstrable record of working in a context that prepares you for this role
- You have an eye for graphic design
- Staying connected with your communication colleagues at YUFE's ten partner universities comes natural to you since you are social at heart
- You have strong collaboration and communication skills and can work independently, proactively and in an outcome-oriented setting
- Keeping the overview and setting up a smooth workflow for day-to-day content management enables you to make time and space for your creativity to roam freely and fuel our vibrant organization
- You have excellent written and oral communication skills in English (any other European language will be an asset)
- You have the flexibility to balance between the needs of students, academic staff, support staff, other learners and organizations. You are not afraid to challenge the current communication process and relevant stakeholders
- You feel at ease to work within a small team and be flexible to support a diverse range of tasks.

## What we are offering

If you want to become our new colleague, then we offer you:

- A contract of indefinite duration (under Belgian law)
- Salary based on experience
- Competitive package of benefits (meal vouchers, full reimbursement of public transport, home working allowance, group insurance etc.)
- The possibility of working from home two days a week
- An open working environment with attention to your work-life balance and up to 40 days of holidays.

Do you think you could be a great fit to the job, and you want to apply? Then apply before **31 December 2024** by sending us your CV and a cover letter convincingly explaining your motivation to work for YUFE to [secretariat@yufe.eu](mailto:secretariat@yufe.eu). Please also include your possible start date.

The interviewing process will contain of the following two steps:

- First-round interview of shortlisted candidates (online), held on **16 and 17 January 2025**

- Second round Interview with practical assignment held physically in Brussels on **24 January 2025**

Do you have questions on the position, please contact [Maria-Valerie Schegk](#), Secretary General of YUFE. Please be aware that between 23 of December and 03 of January reachability might be limited due to the holiday period.