

Call for Candidatures

“Outreach Officer” (Ref. no /2023-6)

The Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures (ALF), (<https://www.annalindhfoundation.org>), created in 2005, as an international intergovernmental organisation based in Alexandria. The Foundation, inspired by Anna Lindh's legacy, is committed to fostering intercultural dialogue within its mission of nurturing inclusive societies where diversity is celebrated and everyone's voice is valued. By promoting peace, justice, and strong partnerships, the Foundation strives to create a world where people from diverse backgrounds live in harmony through open and meaningful intercultural exchanges.

ALF brings together organisations, institutions, policy makers, and other change makers from all Euro-Med countries to open a dialogue and cooperate. People meet, learn, and collaborate, through the Foundation's different projects and initiatives in different fields to empower them to create a chain of positive change that touches more lives and communities. Its action grounds on the two main bodies of the Foundation: It's Civil National Networks with more than 4,500 members and the 42 Members States of its Board of Governors.

Eligibility

Applicants must be nationals of one of the 42 (UfM) countries:

(Albania, Algeria, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Egypt, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Jordan, Latvia, Lebanon, Lithuania, Luxembourg, Malta, Mauritania, Monaco, Montenegro, Morocco, North Macedonia, Palestine, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, The Netherlands, Tunisia and Türkiye).

Job location

The position is based in Alexandria, Egypt, from the Foundation premises, with expectations to travel in the region.

Combined retribution

The annual gross combined retribution can amount up 40,000 Euro. Additionally, international staff members based in Alexandria are entitled to one-time installation allowance calculated at two months of the basic retribution (equal to 4000 euro) for moving to the duty station from the home residence country.

Insurances

In addition to the combined retribution, Medical, Accidental death and dismemberment and Life insurance scheme are covered by the Foundation in good reputable companies.

Contract typology

Local contract or International service contract depending on the nationality of the selected candidate. Local contracts are subject to monthly deductions according to the regulations of the Egyptian Income Tax Authority and Egyptian Social Insurance Authority. International service contracts are free of Egyptian taxation, but they are not exempt from the abroad local income tax, if any.

Starting date

The estimated start of the contract is foreseen for October the 15th 2023

Duration

The duration of the contract is 17.5 months, terminating on March the 31st 2025. The signature of a new contract is possible subject to availability of funds and satisfactory performance assessment.

Contract framework



The contract will be formalised in the framework of the Action Grant NDICI-GEO-NEAR/2022/434-371.

Role Overview

The Outreach Officer will play a vital role in expanding the reach and impact of the Anna Lindh Foundation's programmes and initiatives related to the above referred Action Grant. This individual will collaborate closely with the Communication Team to develop and execute innovative outreach strategies, engaging with diverse stakeholders across the Euro Mediterranean to ensure the effective dissemination of ALF's capacity building programmes, workshops, events, educational programmes, and networking opportunities using creative and impactful means. Additionally, this role will be responsible for ensuring that calls and programmes are reached out to the right target audience.

Key responsibilities

- Collaborate with the Communication Manager to plan and implement comprehensive outreach strategies aligned with the Foundation's goals and objectives
- Identify target audiences, stakeholders, and partners to enhance the ALF civil society network and community engagement
- Actively seek out and establish new partnerships, collaborations, and connections with organisations, institutions, and individuals relevant to ALF mission
- Work with the Communication team to develop engaging and tailored content for various outreach campaigns, including social media posts, newsletters, videos, and infographics
- Leverage diverse communication tools to effectively convey the Foundation's initiatives and messages
- Coordinate with the Communication Manager for the timely and strategic dissemination of calls, announcements, and programmes to the right target audience
- Develop compelling and concise communication materials to attract and engage potential participants
- Maintain a database of contacts and engage in regular communication to keep them informed about the ALF activities
- Monitor and analyze the impact of outreach initiatives using relevant metrics and data
- Continuously assess the effectiveness of strategies and adapt approaches as needed

Requisites

- Bachelor's degree in a relevant field such as communications, public relations, international relations or a related discipline
- Minimum three years of experience in outreach, civil society engagement, and community relations in the Euro Mediterranean region
- Proficiency in utilizing various digital platforms and tools for outreach, including social media, email marketing, and content management systems
- Creative written and verbal communication skills, as the role involves reaching out to diverse audiences and conveying the Foundation's mission and programmes effectively
- Excellent written and oral English skills

Assets

- Prior involvement in intercultural dialogue- related projects
- Proficiency in French & Arabic

Applications

Interested candidates must complete and submit the below form in English only before September the 20th 2023 at 23.59 Central European Time (CET).



Candidates must upload a motivation letter of no more, nor less than two pages (Arial 11, simple space) and a detailed Curriculum vitae of no more than four pages, which has to follow the Europass template (<https://europa.eu/europass/en>), both in English only.

A confirmation message will automatically be displayed upon submission of the application.

Only complete applications, meeting the eligibility criteria and submitted before the deadline will be considered.

Only shortlisted candidates will be contacted.

Form

About You

First Name/Last Name

Gender

Nationality (42 UfM countries)

Date of Birth

Mother tongue

Current address

Postal Code

Country

Contact Details

E-mail Address

Mobile Telephone Number

Online form

Do you hold a bachelor's degree in a relevant field related to this position's key responsibilities?

If yes, please specify the BA degree field of study.

Do you have minimum three years or experience in outreach, civil society engagement, and community relations in the Euro Mediterranean region?

If yes, please provide examples of innovative methods you've used to expand an organisation's network and reach

Do you know how to utilize various digital platforms and tools for outreach, including social media, email marketing, and content management systems?

If yes, then please answer the below question.

Hypothetical Scenario: The Anna Lindh Foundation is currently launching a call for a youth leadership program. Describe the outreach activities and strategies you would implement to ensure that the call reaches the right target audience across the Euro Mediterranean region besides communicating the call on social media

Do you have creative written and verbal communication skills?

If yes, then please answer the below question.

The below announcement targets civil society organisations. Can you develop a couple of lines to be disseminated via email describing the programme in a catchy way? The goal is to attract our designated target audience to apply <https://www.annalindhfoundation.org/calls/alfinmotion>



English language level

French language level

Arabic language level

Do you have prior experience with Intercultural Dialogue Projects?

If yes, kindly provide further details about your experience

File Uploads

Please upload a motivation letter of no more, nor less than two pages (Arial 11, simple space) and a detailed Curriculum vitae of no more than four pages, which has to follow the Europass template (<https://europa.eu/europass/en>), both in English only.

I agree to the privacy policy

- From where did you hear about this opportunity?
- Would you like to stay informed about the Foundation's activities and future opportunities, please consider subscribing to receive updates?

