

The College of Europe in Natolin is Hiring a Communication Officer

The College of Europe in Natolin is seeking qualified candidates for the position of Communication Officer (CO) under the EU-funded project targeting Ukrainian public officials.

Contract Duration: 10 months (until June 2027)

Start of work: August/September 2026

Work location: College of Europe in Natolin, Nowoursynowska 84, 02-797 Warsaw, Poland

Employment type: Employment contract (full-time).

Remote work: Occasional remote work in accordance with the applicable internal regulation

Please note: This position is **Warsaw-based**, and candidates must have the **right to reside and work in Poland**.

Key Responsibilities:

- Implement and monitor a detailed communication and visibility strategy in line with the European Commission's guidelines, including the "Communication and Visibility Manual for EU External Actions".
- Ensure consistency of all communication activities with College of Europe standards and best practices.
- Represent N4CB-II project in communication with the Ukrainian institutions.
- Conduct media monitoring and report on media coverage.
- Create, adapt, and distribute content (text, photos, videos) across multiple platforms: website, social media (FB, LinkedIn), print, and promotional materials.
- Supervise the creation of high-quality promotional and information materials (reports, brochures, certificates, videos, etc.).
- Maintain and regularly update the project website and social media channels.
- Collaborate with an external contractor for promotional activities, providing substantive supervision.
- Coordinate internal communication with relevant departments of the College.
- Supervise communication of project co-implementer.
- Organise webinars.
- Contribute to reports in areas related to communication and visibility.
- Ensure proper documentation of all communication activities.

Requirements:

- Master's degree in Communication, Journalism, Political Science, International Relations or related fields.
- Minimum 3 years of relevant professional experience in communications, public relations, or media.
- Fluency in English, Ukrainian and Polish (B2/C1 according to CEFR)

- Proficiency in Office 365 tools.
- Knowledge of WordPress is an asset.
- Experience with Adobe Illustrator, Adobe Photoshop and Canva is required.
- Strong interpersonal and intercultural communication skills.
- Attention to detail and ability to multitask.
- Creative thinking and ability to work independently and under pressure.

We offer:

- Full-time employment contract.
- Commensurate with experience and EU project standards.
- Work in a prestigious, international educational institution.
- Salary: PLN 9500 – 10500 gross (brutto).
- Employee benefits.
- Opportunity to contribute to a high-impact EU-funded project.

Please, send your CV in English **by 15 August** to natolin4cb@coleurope.eu

Applications will be reviewed on a rolling basis. The College of Europe reserves the right to close the vacancy before the application deadline if a suitable candidate is identified. Early applications are therefore encouraged.

Important notice: please, include the following clause in your CV, otherwise it will not be taken into consideration:

I hereby give my consent to the processing of my personal data by the College of Europe for the purpose of carrying out the recruitment process. I have been informed that the administrator of my personal data is the College of Europe, with its registered office in Warsaw (postal code: 02-797), 84 Nowoursynowska street, and that the data shall not be made available to third parties. I declare that I am aware of my right to access and rectify my data, as well as to demand deleting my personal data, and that my personal data have been provided on a voluntary basis.

Only shortlisted candidates will be contacted.