



Job offer  
**Communications Assistant**  
**for « Transition Days » festival**  
(CDD 3 months, 20h/week – with possibility of renewal)

The a.s.b.l CELL (Citizens for Ecological Learning and Living) is recruiting a communications assistant on a 3-month fixed-term contract at 20h/week, for immediate start and with the possibility of renewal.

For more than 10 years, CELL has been spearheading the ecological and social transition movement in Luxembourg. By taking action to bring about ecological, social and economic change, CELL aims to make Luxembourg society less dependent on fossil fuels, more united and better able to respond to climate change and the challenges it poses. CELL manages some twenty projects across Luxembourg and the Greater Region (Climate Pact, Urban Gardening, Repair Cafés, Boost Lokal Lëtzebuerg, Bibe, etc.) and supports local action groups in their transition process.

CV and covering letter to be sent by **April 5, 2024**, preferably by e-mail to [jennifer@cell.lu](mailto:jennifer@cell.lu) or by post to CELL, asbl 178, rue de Rollingergrund, L-2440 Luxembourg.

### **Missions**

- Participate in the implementation of communication actions relating to the Transition Days festival (June 28, 29 and 30, 20'24 in Luxembourg).
- Manage, coordinate and develop Transition Days and CELL social networks with relevant, high-quality content (texts, images, REELS, videos, etc.).
- Maintain and update the Transition Days website ([www.transitiondays.lu](http://www.transitiondays.lu)).
- Write messages for the various web and/or print media, in different languages (FR, ENG, LU).
- Report on communications actions: impact on social networks, media coverage, visits to the website, etc.
- Be a driving force behind the design and implementation of communication initiatives in line with predefined objectives.
- Internal communication: maintain and update event team on communications actions and results and ensure consistency of key messages and external actions.
- Participate in the Transition Days communications strategy in collaboration with the Communications Manager and the Communications Circle.
- Participate in steering committees for the development of the festival
- Provide support to the CELL communications team as required.

### **Competencies**

- At least 1 year experience as a Community Manager and/or in any communications-related field.
- Master the functionalities of at least 3 of the social networks used by CELL (mainly Instagram, Facebook, LinkedIn and Youtube).
- Knowledge of Wordpress or any other CMS
- Proficiency in Office tools (Word, Excel, Powerpoint)
- Proficiency in video creation software
- Proficiency in Canva Pro graphic design software
- Excellent writing skills in French and English, with Luxembourgish and German a strong asset
- Demonstrate a sincere and lasting commitment to associations and/or ecological alternatives

### **Qualifications**



- Excellent adaptability and organizational skills, stress and time management
- Good interpersonal skills, empathy and listening skills
- Ability to work independently as part of a team
- Creative, out-of-the-box thinking
- Have a passion for ecological and social transition issues, and be motivated to convey CELL's vision and projects to the public.

#### **Contract details**

- 3-month fixed-term contract (20 hours/week) with ? trial period, with possibility of renewal.
- The candidate must be willing to work flexible hours, including evenings and/or weekends.
- The position is based in Luxembourg-Dommeldange, with the possibility of partial telecommuting.