



JOB OPENING: COMMUNICATIONS COORDINATOR

Are you looking for a dynamic and versatile communications job in an international environment? Do you like multi-tasking and being at the centre of the action in a fast-paced office? Are you service-oriented, pro-active, and able to work independently? Then we would like to get to know you!

[LIBER](#), Europe's largest research library network, has the mission to enable world-class research. We support and speak up on behalf of university, national and special libraries – their institutions and their users – across Europe.

LIBER is facilitated by an ambitious and international office team. Due to the departure of one of our colleagues, we are looking for and Communications Coordinator who can lead the planning and implementing LIBER's internal and external communication activities.

What you do

As our Communications Coordinator you are responsible for the communication activities of the LIBER organisation and LIBER events and conferences. In this role you build a wide understanding of LIBER's mission, enhance LIBER's image and reputation, and create awareness regarding LIBER's activities. You plan and create content such as social media posts, blogs, newsletters, and emails, using various platforms. You take pleasure in creating and maintaining content across a range of publications and materials including newsletters, websites, reports, press releases, infographics, and presentations. In addition, you prepare key messages and share them with defined target audiences like libraries, universities, and policy makers.

You work in close collaboration with your colleagues from the LIBER Office, LIBER's Steering Committees and Working Groups, the projects in which we participate, and other organisations in the wider network.

There is plenty of room for your own input. We heartily encourage you to come up with practical ideas and initiatives based on your expertise to improve our communications processes.

In this position your key responsibilities include:

- Managing LIBER's main online channels (social media and websites), both in terms of planning of new content and the monitoring of activity for trends or comments of importance to LIBER.
- Creating clear and concise messages from relatively complicated ideas and documents and tailor them to different stakeholders or contexts.
- Overseeing and editing materials created by network members and office colleagues to ensure clarity of message, consistency of style, and correct use of the LIBER brand.
- Develop and implement media, advocacy, or marketing campaigns.
- Measure the impact of communication activities, and report on their success through reports and presentations to LIBER's Executive Board and Executive Director.
- Report on LIBER's strategic successes through, for example, mid-year strategy updates and the production of the Annual Report.





Occasionally LIBER recruits a communication and social media intern who will work under your supervision.

Your Profile

You have a higher education degree, or equivalent qualification, and at least 2 or 3 years of relevant work experience. We find it also important that you:

- Have excellent oral, written, and presentation skills in the English language.
- Work independently, take initiative, and find creative solutions.
- Work in an organised and efficient manner and can deal with tight deadlines in a moving environment.
- Have experience in communication tools and platforms, in particular social media management software (i.e. Hootsuite).
- Have technical proficiency in, or are willing to further develop your skills in:
 - Website content management systems (preferably Wordpress).
 - Social media, with an emphasis on Twitter (X), LinkedIn, and Instagram.
 - MS Office software.
 - Graphic design and video editing software (e.g. Photoshop, InDesign, Canva).
 - Experience with search engine marketing and Google Analytics.
 - Experience in mass mailing campaigns using tools such as Mailchimp.

Affinity with issues of relevance to research libraries and LIBER's mission, or commitment to learn in a short period of time is a plus.

We offer you

A varied job with a lot of independence in an enthusiastic and driven team, with excellent employment conditions based on the Collective Labor Agreement WVOI. Also, when you do not have all required experiences or competencies but are keen to learn about the different aspects of communications, we kindly invite you to apply.

The salary depends on your knowledge and experience and is between € 3,394 and € 4,679 gross per month (Scale 9, CAO WVOI) for a full-time appointment. In addition, we offer a vacation allowance of 8%, a December allowance of 8.33% and 338 hours of Annual Leave.

LIBER offers an excellent pension scheme and a flexible and friendly working environment. A 1-year contract will be offered initially with a possible extension, depending on performance and funding. You report to the Executive Director.

Special working conditions

LIBER is located in the Koninklijke Bibliotheek, in The Hague. As a result of our events and meetings, occasional out-of-hours working (including weekends) and regular travelling is expected. We offer a flexible working environment in a small team.

About LIBER

[LIBER](https://libereurope.eu) is the largest network of research libraries in Europe. The association has grown to include around 420 research libraries in 40 countries. Together we work to represent the interests of European research libraries, their universities, and their researchers. Between 10-15 Working Groups are simultaneously working on topics relating to the LIBER Strategy and are the lifeblood of the LIBER community. Events like the LIBER Annual Conference and Winter Event bring the community together. Promotion and advocacy for European libraries takes place in European and national fora where the voice of LIBER needs to be heard. LIBER will continue to maintain its strong position in



enabling world-class research through [our 2023 – 2027 Strategy](#).

To Apply

Do you recognise yourself in this profile? For an informal discussion regarding the position please contact LIBER Executive Director, Martine Pronk (martine.pronk@libereurope.org or +31 6 248 631 33). To apply, please submit a CV and cover letter outlining your eligibility for and interest in this position to liber@libereurope.org using 'Communications Coordinator' in the subject line.

Closing Date

The closing date for applications is 24 March.