

Do you want to be part of the dynamic and multicultural team behind the .eu and .europa top level domains? Then send your CV today!

EURid is the not-for-profit organization appointed by the European Commission to operate the .eu and .europa top-level domains. The .eu domain ranks among the ten largest top-level domains in the world, connecting 500 million people in 31 countries to one Internet identity.

EURid is headquartered in Belgium (Diegem), and has satellite offices in Sweden, the Czech Republic and Italy. Our young organization employs people from all over the European Union and is the perfect arena for self-motivated professionals looking to be challenged and stimulated in their working environment.

For our office in Diegem we are currently looking for a:

### **Communication Support Manager**

#### **Description:**

As a Communication Support Manager, you will plan, implement and coordinate all press and communication activities for EURid and its stakeholders. The activities are defined in collaboration with your manager and in line with the corporate strategy.

#### **Your main tasks and responsibilities will include:**

- Write and edit press releases, newsletters and articles.
- Maintain a network of European and worldwide journalists, and regularly liaise with them as well as with PR agencies for the distribution of press releases and communiqué about EURid, the .eu Top-Level Domain and its variants in other scripts.
- Manage enquiries from individuals, journalists and other stakeholders.
- Draft the quarterly and annual reports.
- Manage general communications via email with the network of EURid accredited registrars and work closely with the Technical department for the production of the technical documentation to be published on EURid registrar extranet.
- Maintain the information on our websites up to date in cooperation with the various EURid departments.
- Manage the EURid social media profiles (Facebook, Twitter, LinkedIn, YouTube channel). That includes producing the yearly and weekly social media plan, and the coordination of the social media working team.
- Provide communications support for events and/or any other initiative developed by EURid.
- Ensure the correct usage of the corporate identity and eventually, propose refinements from a graphic and content perspective.
- Work with external agencies for communication purposes.

#### **Profile:**

- You have a university degree or equivalent by experience.
- You are a native English speaker with proven writing experience.
- You have several years of experience in communication and PR. You have developed a network of PR/journalists at the EU circle and/or European level.
- You are interested in and/or already familiar with the domain name industry.
- You are well organized, proactive and a team player.
- You are flexible as for the working schedule if requested by the company.
- You have a good knowledge of MS Office applications.
- You have basic knowledge of Photoshop.

#### **What we offer:**

EURid offers you a challenging job in a young, dynamic and international environment. Please send your details to [jobs@eurid.eu](mailto:jobs@eurid.eu) or contact Els Verstappen at +32 (0)2/401.27.50 for more info.

# EURid

The European Registry of Internet Domain Names



[jobs@eurid.eu](mailto:jobs@eurid.eu)



+32 (0)2 401 27 50



Woluwelaan 150  
B-1831 Diegem  
Belgium



[www.eurid.eu](http://www.eurid.eu)