

Communications & Digital Engagement Officer

About the Role

UNITEE is looking for a Communications & Digital Engagement Officer to join our Brussels-based team from September 2026 and help strengthen our visibility, engagement, and storytelling across Europe. The role supports communication and dissemination of initiatives around entrepreneurship, diversity, inclusion, social innovation, and vocational education. We're looking for someone with a strong visual eye who enjoys transforming ideas into clear and engaging communication materials.

Working closely with the Project Manager and the wider UNITEE team, you will contribute to digital communications, website management, visual design, event promotion, organisational activities, and content creation for European projects.

We welcome applicants from all backgrounds and experiences. This role is well-suited to someone in the early stages of their communications career who is eager to learn, develop new skills, and grow within a European, multicultural organisation. If you are enthusiastic about communication, design, European cooperation, inclusion, and creating meaningful impact, we encourage you to apply even if you do not meet every requirement listed below.

Key Responsibilities

Communications & Content Creation

- Support communication and dissemination activities for projects and advocacy initiatives by planning and implementing communication activities across social media, newsletters, websites, and digital campaigns.
- Create engaging digital content, including articles, graphics, success stories, presentations, short videos, and promotional materials.
- Collaborate on and implement communication plans and editorial calendars.
- Monitor communication performance and prepare short reports on reach and impact.
- Help translate project activities and European policy topics into clear, engaging, and accessible content for different audiences.

Website & Digital Platforms

- Assist with updating UNITEE's project websites using WordPress and Elementor.
- Publish news, events, project results, publications, and other website content.
- Help ensure the websites remain user-friendly, visually consistent, and up-to-date.
- Support the development of digital resources and online visibility campaigns.

Design & Multimedia

- Design presentations, brochures, reports, social media graphics, infographics, event materials, and other visual communication assets.
- Create and edit short videos, interviews, podcasts, and other digital content for websites and social media.
- Support the development of templates and visual resources for European projects.
- Help maintain a consistent visual identity and branding across channels.
- Stay informed about design and digital communication trends;

Events & Stakeholder Engagement

- Support the organisation and promotion of conferences, webinars, workshops, roundtables, and networking events.
 - Prepare communication materials, presentations, participant information, and event visibility assets.
 - Provide communication support before, during, and after events.
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Profile

Education & Experience

- Degree in Communications, Marketing, Journalism, European Studies, or a related field.
- At least one year of experience working in communications, digital engagement, content creation, marketing, or project communication.
- Experience working with NGOs, European networks, or EU-funded projects is an asset.

Skills

- Excellent written and spoken English.
- Strong visual design skills and an eye for layout, colours, and branding.
- Good organisational skills and attention to detail.
- Experience using social media for communication or content creation.
- Experience with Canva, Adobe Express, or similar visual design tools.
- Familiarity with newsletter and email marketing tools;

What We Value

We are looking for someone who is:

- Curious, creative, and proactive.
- Comfortable working both independently and as part of an international team.
- Interested in European affairs, entrepreneurship, inclusion, and diversity.
- Able to communicate with culturally diverse communities openly and respectfully.

- Eager to learn and develop new skills.

Experience can be gained through **professional work, internships, volunteering, student initiatives, community engagement** or other relevant activities. We recognise that talent and potential can be demonstrated in many different ways.

If you have a **portfolio or examples of your work** (e.g. graphic design, social media content, presentations, videos, websites or other communication materials), we encourage you to include them with your application.

What We Offer

- A one-year fixed-term contract (Belgian CDD) with the possibility of renewal.
 - A hands-on role supporting European projects, communications, advocacy and stakeholder engagement.
 - Exposure to European cooperation, entrepreneurship, diversity and inclusion initiatives, and EU-funded projects.
 - A supportive, multicultural and inclusive working environment in the heart of Brussels.
 - Reimbursement of local public transport costs (STIB/MIVB transport pass).
 - A competitive salary appropriate for an early-career position, based on experience and qualifications.
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Deadline for applications: Monday, 20 July 2026, 18:00 CET.

Interviews will be held in the week of 27 July.

To apply, please send your **CV** and a **short motivation letter** to info@unitee.eu, with the subject line “**APPLICATION: Communication and Digital Engagement Officer**”

We encourage you to submit your application as soon as possible. We will review applications on a rolling basis and may close the recruitment process earlier than the advertised deadline if the position is filled.

About Us

UNITEE – New European Business Confederation represents entrepreneurs and business professionals with a cross-cultural background. As a European network bringing together national federations and business support organisations, as well as partners from civil society, academia, and public bodies, UNITEE advocates for inclusive and sustainable economic growth by

strengthening entrepreneurship ecosystems, supporting entrepreneurs from underrepresented groups, and fostering diversity, equity, inclusion, innovation, and collaboration.

Through advocacy, communication campaigns, European-level collaboration and network building, and coaching, UNITEE works to ensure that entrepreneurs from all backgrounds have equal opportunities to start, grow, and scale their businesses, while highlighting the economic and social value of diverse and inclusive entrepreneurship across Europe.