Call for Communications Coordinator (Intern) Position

open call

TGEU is seeking a full-time (100%, 40h/week) Communications Coordinator (Intern) starting February 2025. This will be a critical position within TGEU's communications work. The position is based in Berlin, Germany, and will initially be for 12 months, with the possibility of extension, subject to funding.

Closing date

Only complete applications in the form of the **application pack** sent by e-mail to jobs@tgeu.org before 15 January 2025, 19:00 Central European Time, will be considered.

Background

TGEU is a member-based organisation working primarily in Europe and Central Asia for the rights and lives of trans people. TGEU's mission is to strengthen the rights and wellbeing of trans people in Europe and Central Asia and represents 200+ member organisations in 50 countries.

Job description

TGEU seeks a dynamic and motivated Communications Coordinator to join our Communications team. This entry-level role is designed for an aspiring professional who is passionate about communications for trans rights, multimedia content, and community engagement. As part of our team, you will create engaging content, assist in campaign production, and support the planning and executing of major awareness campaigns and events. This position offers an excellent opportunity to contribute to the trans movement in Europe and Central Asia and develop your skills in a professional and collaborative environment.

You will join the Communications team and report to the Senior Communications Officer. The team supports and amplifies TGEU's advocacy, community building, and research work, as well as initiates and runs awareness and strategic communications campaigns and publications.

Key responsibilities

Content production. Assistance and ownership in the creation and publishing of multimedia content, including reels, videos, printed materials, multilingual translations, and printed publications.

Coordination. Collaborate with staff, contractors, and community members to coordinate communication campaigns, ensuring alignment with organisational goals and timelines.

Visual style implementation. Assist in implementing and maintaining the organisation's visual style across documentation and communication channels, ensuring consistency and adherence to brand guidelines.

Production of printed materials. Coordinate the production of printed materials, working closely with designers

and printers to ensure high-quality outputs, from proofreading to design quality assurance.

Who are we looking for

Desired hard skills and experience

- Experience in communications, including digital, multimedia, video, graphic and web design, publishing, editorial, and social media.
- Familiarity with website management and SEO best practices.
- Knowledge of content production processes, focusing on delivering timely, high-quality results.
- Experience in organising community-powered events, with an understanding of accessibility in communications and events.
- Fluent in English (spoken and written).
- Good knowledge of another European language is desired.

Soft skills

- Creativity and passion for communications work towards justice for trans, nonbinary, and gender-diverse people.
- Strong verbal and written communication skills, with the ability to engage diverse audiences and convey complex ideas.
- Critical thinking and ability to identify misinformation and disinformation.
- Preciseness, structured approach, and attention to detail to ensure high standards are maintained across all outputs.
- Ability to own and deliver tasks independently while working collaboratively with teams, managing multiple tasks and priorities effectively.
- Proactive and solution-oriented, keen to identify challenges and implement practical solutions.
- Ability to learn quickly when encountering new issues and priorities; ability to work with potentially triggering topics and content.
- Commitment to TGEU Values.

TGEU is an equal opportunities employer striving to avoid discrimination and increase representation and expertise from underrepresented groups on the team. Therefore, TGEU encourages trans and/or queer; Black people and people of colour; D/deaf and disabled people; people with a migration background; sex workers; trans women and gender non-conforming people; people from Eastern Europe and Central Asia; people living with HIV, to apply and mention their backgrounds and experiences in their application. We guarantee that all information will remain confidential.

What we offer

- A 100% (40 hours per week) position for an initial period of 12 months, starting in February 2025.
- The possibility of working for the European and Central Asian trans movement.
- A dedicated team that will allow you to implement your ideas.
- Gross salary of 27,820.80 € gross before taxes per year (2,318.40 € per month gross before taxes), at the Intern level.
- Holidays, healthcare and pension plan.
- Up to 3.000 € of relocation support, if needed.

Accessibility of the TGEU office

TGEU's Berlin office is partially accessible for wheelchair users. There is a steep ramp from the street down to the

elevator; once inside, all the rooms are situated on one level and the office doors and corridors are very wide; the toilets are on the same level but the doors are too narrow to allow access when using a wheelchair.

How to apply

To apply, please **download, complete, and send the application pack** to jobs@tgeu.org with the **Communications Coordinator** as the subject line by 15 January 2025, 19:00 Central European Time.

Anonymised CVs are welcome, but please do not send copies of your degrees or diplomas – we will ask for these if required. Top candidates may be asked to complete a pre-interview exercise. Only complete application packs will be considered. Any questions about the position should be directed to jobs@tgeu.org with the **Communications Coordinator** in the subject line. Otherwise, approaching a member of TGEU staff about this vacancy might lead to an automatic disqualification of the applicant.

Timeline

- Launch of the call: 9 December 2024
- Deadline for receiving applications: 15 January 2025
- Notification to shortlisted candidates for interviews: before 25 January 2025
- Interviews: 25-31 January 2025
- The decision communicated to all applicants: 5 February 2025
- Start of position: February 2025

Please send your application before 15 January 2025, 19:00 Central European Time.