

VACANCY NOTICE

## Digital Communications Officer DBYN

Don Bosco Youth-Net ivzw (DBYN) is searching for an employee for the position of Digital communication Officer. The selected candidate can be based in Leuven, Belgium but could also do telework in Belgium, and will be employed part-time, starting as soon as possible and by the end of June 2023.

### Don Bosco Youth-Net ivzw

DBYN is an international network of Salesian youth work offices and youth organisations which work in the style of Don Bosco. The network assembles 18 organisations in 16 European countries. The task of the network is to create and promote international activities for and by young. Next to that we create possibilities for our member organisations to share their good practices and start-up new projects together. Furthermore, we represent the voice of Don Bosco young people on European and international level through advocacy work.

### Tasks description

- Communication and promotion
  - Communication about the work and mission of DBYN
  - Develop and disseminate publications and promotional materials
  - Maintain websites of DBYN
  - Promote and update social media channels of DBYN
  - Content creation for our social media
  - Develop promotional materials
  - Graphic design with the online tool Canva
- Digital platform
  - Research for the creation of a digital platform
  - Support DBYN to create a digital platform

### Profile

	Essential	Desirable
<b>Education</b>	<ul style="list-style-type: none"><li>• Secondary education diploma</li></ul>	<ul style="list-style-type: none"><li>• Experience in communication and youth work</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience in youth work</li><li>• Experience in digital communication</li></ul>	<ul style="list-style-type: none"><li>• Experience in working with faith-based organisations</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• An understanding of non-formal education</li><li>• Knowledge of communication tools and channels for organisational communication</li></ul>	<ul style="list-style-type: none"><li>• An understanding of the ethos/workings of a Salesian organisation / Don Bosco Youth-Net</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent written and oral communication skills in English</li></ul>	<ul style="list-style-type: none"><li>• Skills in Adobe suite (Photoshop, InDesign, PremierePro, Illustrator, etc)</li></ul>

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+32(0)16.48.78.80

**Email**  
[info@donboscoyouth.net](mailto:info@donboscoyouth.net)

**Website**  
[www.donboscoyouth.net](http://www.donboscoyouth.net)

	<ul style="list-style-type: none"><li>• Ability to use digital tools effectively (Microsoft Office, Zoom, Canva)</li></ul>	
<b>Attitudes</b>	<ul style="list-style-type: none"><li>• Able to work as part of a team, but also use initiative to work on one's own</li><li>• Focussed and creative, with a capacity to work within a deadline</li><li>• Able to work in an international environment</li><li>• Open to work within the framework of values promoted by Don Bosco organisations</li></ul>	

### *Terms of contract*

- Part-time position for 1 year with a probationary period of 4 months
- Position open to EU member states citizens or holders of EU work permit
- Salary according to sectoral agreements for the social-cultural work sector in Flanders (PC 329.01 – B1b)
- Days of paid annual holidays and bank holidays according to the national legal scheme
- Remote working is possible

### *Selection procedure*

- Interested candidates shall send their Europass Curriculum Vitae (2p max, in English) and two examples of their work (.pdf) and a personal motivation to [president@donboscoyouth.net](mailto:president@donboscoyouth.net) by 08<sup>th</sup> June 2023 (23:59 CEST).
- Only shortlisted candidates will be invited for an online interview by the 13<sup>th</sup> June 2023.

### *Additional information*

For additional information on the vacancy, please reach out to Mr Niklas Gregull:  
[president@donboscoyouth.net](mailto:president@donboscoyouth.net).