

Terms of Reference

Communication Assistant

Background

[Election-Watch.EU](https://wahlbeobachtung.org) (wahlbeobachtung.org) is an independent, civil society organisation (CSO) recognised as a key player in both international and citizen-based election observation across Europe. Established as a non-profit association (gemeinnütziger Verein) under Austrian law, Election-Watch.EU operates at the EU level, through a wide network of experts and partner organisations. With a mission to enhance the integrity, inclusivity, transparency, and equality of electoral processes, EW focuses on strengthening democracy and advancing fundamental European values. [Election-Watch.EU](https://wahlbeobachtung.org) conducted Election Assessment Missions (EAM) covering all 27 EU MS during the 2019 and 2024 European Parliament (EP) elections, and co-implemented the Supporting Engagement in European Elections and Democratic Societies (SEEEDS) project ahead of the 2024 EP elections.

Election-Watch.EU, in partnership with its network of experts and organisations, is implementing an EU-funded project within the EU and its Member States to strengthen electoral integrity, advocate for citizen-led election observation, and promote participation of mobile EU citizens. A Project Implementation Team (PIT) coordinates all activities, including project management, research, advocacy, gender and inclusion, and communications.

To support the project's communication and outreach objectives, Election-Watch.EU seeks to recruit a part-time Communication Assistant (CA), working remotely, to ensure consistent and professional visibility of the project and its activities in line with European Commission's Citizens, Equality, Rights and Values (CERV) project communication and visibility guidelines.

Position Overview

The Communication Assistant will support the development, production, and dissemination of online and offline communication materials in line with European Commission CERV communication and visibility requirements. The CA will be responsible for maintaining project visibility and ensuring clear, engaging communication with external stakeholders and the wider public. The position will be part-time and remote, supporting the Project Implementation Team primarily online.

Duties and Responsibilities

1) Content Development and Publishing

- Draft, edit, and publish content for the project website, social media channels, and newsletters
- Ensure all communication outputs are consistent with the project's visual identity and EU CERV publicity guidelines
- Support the creation of multimedia materials (graphics, visuals, short videos, newsletter)
- Preparing project materials in different European languages
- Maintain and improve social media channels and appearance and proactively venture into new outreach possibilities
- Liaise with media outlets and journalists and respond to inquiries

2) Media Monitoring and Reporting

- Monitor media coverage, online engagement, and stakeholder feedback
- Prepare communication impact reports including communication metrics

3) **Coordination and Support**

- Assist the PIT in implementing the project's communication plan
- Liaise with partner organisations to collect updates and disseminate materials
- Provide logistical support for online campaigns, webinars, or events
- Assist in the monitoring and evaluation of project activities in line with project requirements

4) **Quality Assurance, Compliance and Security**

- Ensure high editorial and visual standards across all communication outputs
- Maintain an up-to-date archive of project activities and communication materials
- Establish secure communication processes within the PIT and in the project outreach in line with GDPR and online safety procedures
- Support the PIT where necessity arises

Qualifications and Experience

- University degree in communications, journalism, political science, or related field (or equivalent professional experience)
- Minimum 2 years of relevant experience in communication roles, preferably within NGOs, EU-funded projects, or international organisations
- Hands-on with digital tools (e.g., WordPress, Mailchimp, Canva/Adobe Express, Hootsuite/Buffer, simple video editors).
- Familiarity with EU communication & visibility requirements (CERV/PRAG style), accessibility basics, and consent/GDPR.
- Ability to work independently, manage deadlines, and collaborate remotely across multicultural teams
- Excellent command of English; knowledge of other EU languages is an advantage
- Be in compliance with [the Code of Conduct for International Election Observers](#) accompanying the Declaration of Principles for International Election Observation (DoP)

Duration and Reporting

The position will be offered as a temporary, part-time consultancy contract carried out remotely. The Communication Assistant will work approximately 5 to 10 hours per week, with flexible scheduling. The contract will be linked to the project implementation period and will initially run for 12 months, with the possibility of renewal subject to performance and the availability of funding. The Communication Assistant will report directly to the Project Manager and will work in close coordination with the Advocacy and Communication Lead.

Application Procedure

Interested candidates are invited to submit a CV, a cover letter highlighting their relevant experience, and up to two samples of communication work (such as an article, social media post, or visual material). Applications should be submitted by 30 November 2025 to office@election-watch.eu.