

Member of the Communications Team

Call for applications

About the opportunity

Are you passionate about communication, European and global affairs and creating engaging content for a youth-led organisation? Do you want to help shape how the European Student Think Tank (EST) communicates its work, events, projects and ideas?

The European Student Think Tank is recruiting new members for its **Communications Department**.

As EST's activities continue to grow, the Communications Department is evolving into a more specialised and coordinated team. The new structure is designed to strengthen EST's regular communication while creating dedicated capacity for events, special projects, digital platforms and visual storytelling.

We are currently recruiting for four areas:

- **Social Media Coordinators**
- **Communications Officers – Events & Special Projects**
- **Website Coordinators**
- **Videographer**

You may indicate your preferred role in your application. Depending on your profile and the needs of the team, applicants may also be considered for another Communications position.

Your role

Communications Department members contribute to EST's public presence and help translate the organisation's work into accessible, engaging and professional communication.

The expected commitment is approximately **five hours per week**, organised flexibly around members' studies and work.

Depending on your role, you may:

- contribute to EST's social media presence and digital communication;
- support the communication of EST events and activities;
- develop communication campaigns for special projects and external initiatives;
- maintain and develop EST's website;

- produce visual and video content;
- work with Working Groups, Desks, the Editorial Office and other EST departments;
- contribute to recruitment campaigns, partnerships and institutional communication;
- participate in weekly Communications meetings and longer-term planning;
- coordinate with other Communications team members to ensure consistent messaging and branding;
- help develop new formats and communication initiatives.

The Communications Department works as a coordinated team rather than as a collection of independent roles. Members are expected to take ownership of their area while supporting other functions when projects require cross-functional collaboration.

Available positions

1. Social Media Coordinators

The Social Media Coordinators are responsible for EST's social media presence and the promotion of the organisation's regular content.

Their responsibilities may include:

- managing EST's social media channels;
- planning and scheduling social media content;
- promoting articles, reports, events and other EST outputs;
- adapting existing content to different social media formats;
- creating and maintaining social media templates;
- monitoring engagement and audience interaction;
- supporting recruitment and open calls;
- identifying opportunities for reactive and timely communication;
- monitoring social media analytics;
- supporting communication around events and special projects;
- coordinating with Working Groups, the Editorial Office and other EST departments;
- contributing to the development of EST's social media strategy.

The Coordinators will work as a small specialised unit rather than being strictly divided by platform. Individual areas of ownership may be assigned according to experience and availability.

We are recruiting: 2 Social Media Coordinators.

2. Communications Officers – Events & Special Projects

As EST's activities increasingly include events, partnerships, external initiatives and special projects, dedicated capacity is needed to coordinate their communication.

These officers will act as a bridge between project or event organisers and the Communications Department. They will not necessarily be expected to produce every communication asset themselves; instead, they will ensure that communication needs are identified early, planned properly and coordinated with the relevant Communications team members.

Responsibilities may include:

- acting as a Communications contact for EST events and special projects;
- identifying communication needs before, during and after events;
- coordinating communication timelines and deliverables;
- working with Social Media and Website Coordinators on event promotion;
- supporting communication campaigns connected to special projects;
- coordinating communication deliverables for partnerships and external initiatives;
- developing project-specific communication plans and promotional packages;
- liaising with external partners regarding communication requirements;
- supporting project launches and dissemination activities;
- ensuring that post-event and post-project communication is followed up;
- maintaining an overview of upcoming events and special project deadlines.

We are recruiting officers for Events and Special Projects.

3. Website Coordinators

The Website Coordinators will be responsible for maintaining and developing EST's website and ensuring that its content remains accurate, accessible and up to date.

The role will combine regular content publication with broader website development and maintenance. Responsibilities may include:

- publishing articles and other EST content;
- publishing event announcements, reports, policy briefs and other documents;
- uploading podcast episodes and related content;
- formatting and maintaining website content;
- creating and updating pages and sections;
- maintaining institutional information, biographies and team information;
- updating the Partners section;
- supporting SEO and website visibility;
- improving website navigation and usability;
- supporting dedicated pages for projects and initiatives;
- ensuring consistency across the website;
- proposing and implementing approved structural or functional improvements;
- coordinating with the Editorial Office and wider Communications Department.

The Website Coordinators will work closely together and maintain a shared overview of website priorities.

We are recruiting: 2 Website Coordinators.

4. Videographer

The Videographer will strengthen EST's capacity to communicate through visual storytelling and video.

The role will support the production of video content for EST's events, projects, campaigns and institutional communication.

Responsibilities may include:

- filming EST events, interviews and other activities;
- producing short-form video content for social media;
- editing video material for different platforms;
- developing visual concepts for communication campaigns;
- supporting event-related video coverage;
- working with the Social Media Coordinators to adapt video content for digital platforms;
- supporting promotional and recruitment campaigns;
- maintaining and organising video assets;
- contributing to the development of EST's visual communication.

Experience with filming, editing and video production is an asset, but applicants with strong creative skills and a willingness to develop their technical abilities are also encouraged to apply.

What we are looking for

We are looking for motivated students, recent graduates and young professionals who are interested in communication and want to contribute to an international, youth-led organisation.

Depending on the position, relevant experience in social media, event communication, project communication, website management, photography, videography, graphic design or digital communication is an asset.

Across all positions, we value:

- Strong interest in EST's mission and activities;
- excellent written and spoken English;
- creativity and attention to detail;
- strong communication and organisational skills;
- reliability and the ability to meet deadlines;
- the ability to work independently and collaboratively;
- willingness to take ownership of tasks;
- ability to work effectively in an international and predominantly online team;
- interest in developing new communication formats and initiatives.

Additional skills by position

Social Media Coordinators

- Experience with social media management or content creation;
- familiarity with social media analytics and scheduling tools;
- understanding of how to adapt content for different platforms.

Events & Special Projects Officers

- Strong organisational and coordination skills;
- ability to manage multiple deadlines and stakeholders;
- experience in event, project or communications coordination is an asset.

Website Coordinators

- Experience with website content management systems;
- attention to formatting, structure and accuracy;
- interest in website development, SEO or digital accessibility is an asset.

Videographer

- Experience with filming and/or video editing;
- familiarity with video editing software;
- a strong visual sense and interest in digital storytelling.

How the Communications Department works

The Communications Department is organised around clear areas of responsibility while maintaining close collaboration between team members.

The **Communications Director** provides strategic direction and institutional oversight, while the **Communications Co-Director** coordinates the team's workflow, planning, task allocation and day-to-day operations. The specialised roles work within this structure while maintaining ownership of their respective areas.

The Department's work includes both regular communication and longer-term planning. Weekly coordination will cover upcoming content, events, project deadlines, website updates, external requests and workload distribution.

This structure is intended to allow Communications to move from a predominantly reactive model towards a more proactive and coordinated approach, while ensuring that each major area of activity has a clear point of responsibility.

Application process

Complete the application form and submit the following documents in English:

- **CV**, maximum two pages.
- **A relevant work sample or portfolio**, where applicable. This may include social media content, videos, website work, event communication, campaign material, graphic or other relevant communications work.

Applicants may apply for **one or more of the available positions**, but should clearly indicate their preferred role and explain their relevant experience.

**Applic
ation
form**

<https://forms.gle/W4RQUjJ8ydUnzXX16>

**Deadli (11th of October)
ne**

Applications may be reviewed on a rolling basis, and suitable candidates may be contacted for an interview before the deadline. EST reserves the right to close the call early if suitable candidates are selected.

Please note: All positions are voluntary and unpaid and are open to students, recent graduates and young professionals. Selected members are required to pay a **EUR 10 membership fee per term** to support the organisation's administrative costs.

Questions: communication@esthinktank.com | [Learn more about EST](#)

Communications Team

4 Areas of Responsibility

EST is recruiting new members for its **Communications Department**, helping shape how the organisation communicates its work, events, projects and ideas.

The team works across four areas:

- **Social Media Coordinators — 2 positions:** manage EST's social media presence, content planning, promotion and audience engagement.
- **Communications Officers – Events & Special Projects:** coordinate communication around EST events, partnerships and special projects.
- **Website Coordinators — 2 positions:** maintain and develop EST's website, publish content and improve its accessibility, structure and visibility.

- **Videographer:** produce and edit video content for events, projects, campaigns and digital platforms.

Communications members work as a **coordinated team**, while taking ownership of their respective areas. The role involves approximately **5 hours per week**, organised flexibly around studies and other commitments.

What We Are Looking For

We are looking for motivated **students, recent graduates and young professionals** with an interest in communication and EST's work.

Across all positions, we value:

- Excellent written and spoken English
- Creativity and attention to detail
- Strong communication and organisational skills
- Reliability and ability to meet deadlines
- Ability to work independently and collaboratively
- Willingness to take ownership of tasks
- Ability to work effectively in an international, predominantly online team

Relevant experience in social media, event communication, website management, video production, graphic design or digital communication is an advantage, depending on the position, but **not required for all roles**.

Application Process

- Complete the [application form](#)
- Submit a **CV (maximum 2 pages)**
- Include a relevant **work sample or portfolio**, where applicable
- You may apply for one or more positions, clearly indicating your preferred role
- Applications may be reviewed on a rolling basis
- All positions are **voluntary and unpaid**
- Selected members pay a **€10 membership fee per term**

Application Deadline

12 October

Full Calls

Download the full calls for each position here: [Communications Team — Full Call](#)

For questions: **communication@esthinktank.com**