



CEPA Job Opening Communications Program Assistant

The Center for European Policy Analysis seeks a qualified and highly motivated Program Assistant to join the organization's communications team. This individual will assist with the day-to-day communications functions, including social media promotion, digital media production, and online event management. This position is for a three-month contract with the possibility to extend, funding permitting. They will report to the Senior Director for Programs and Strategy, and will be based in Washington, DC.

The ideal candidate will be highly organized, well versed in digital media production, experienced in brand management, familiar with website management, and demonstrate strong written and verbal communications skills. They must be proactive, detail-oriented, and work both independently and as part of a team with an interest in transatlantic relations.

Responsibilities:

- Manage CEPA's day-to-day social media presence;
- Assist with event promotion, live stream, video, and podcast production;
- Monitor and analyze social media metrics;
- Design, plan, and execute targeted social media campaigns;
- Help manage the CEPA website;
- Assist program team with drafting memos, agreements, SOPs, or other documents necessary for the implementation of project activities; and
- Address administrative and research pop-up requests from program staff.

Qualifications:

- Bachelor's degree minimum;
- One year of applicable digital media production and social media management experience is required;
- Demonstrated brand management and copywriting abilities;
- Knowledge of live stream production, video production, and graphic design;
- Proficient in Adobe Premiere, After Effects, Audition, InDesign, Photoshop, Zoom, Switchboard, and Webex;
- Well versed in Google Analytics, as well as Twitter, Facebook, and YouTube ads;
- Strong verbal and written communication skills;
- Familiarity with WordPress;
- Demonstrated ability to manage multiple tasks in a time-sensitive environment;
- Ability to handle sensitive information, meet deadlines, and maintain grace under pressure; and
- Willingness to respond to an evolving set of priorities and take on an expanding communications portfolio.



Application Instructions:

We invite qualified candidates to send a resume and cover letter to: careers@cepa.org. Only candidates who have been selected for an interview will be contacted. Position available immediately with a view to filling the post as soon as possible. Applications considered on a first-come basis.

About CEPA

CEPA is a 501(c)(3) non-partisan organization dedicated to the transatlantic relationship. Headquartered in Washington, DC and led by a new generation of leaders from both sides of the Atlantic, CEPA brings an innovative approach to the policy arena. Our cutting-edge analysis and timely debates galvanize communities of influence while investing in the next generation of leaders to understand and address present and future challenges to transatlantic values and principles.