

VACANCY

Crisis Communications & Reputation Manager

Location: Remote (Brussels-based preferred)

Type: Volunteer position, 3 hours per week

Start date: As soon as possible

Reporting to: Comms Co-Leads and 1 Board member

About Eduxo.eu

Eduxo.eu is a Belgian non-profit organisation working to advance **democracy, gender equality, and youth participation** across Europe. Through advocacy, education, and community-building, we empower citizens to shape more inclusive and representative societies.

Role Overview

We are looking for a Crisis Communications & Reputation Manager to support Eduxo in managing sensitive situations and protecting its public image. This is a strategic role requiring sound judgment, discretion, and strong communication skills. You will work directly with the Board and Communications teams on high-stakes messaging, risk mitigation, and reputation management.

Key Responsibilities

- Develop crisis communication protocols and guidelines
- Advise on sensitive communications and public positioning
- Draft statements and key messages in response to critical situations
- Monitor reputational risks and anticipate potential issues
- Support internal communication in times of crisis
- Ensure consistency and alignment across all external messaging
- Provide guidance to spokespersons and leadership

Profile we're looking for

- Experience in crisis communications, public affairs, or strategic communications
- Strong writing skills with ability to handle sensitive topics
- Excellent judgment and discretion
- Ability to work under pressure and respond quickly
- Understanding of media dynamics and public perception
- Interest in democracy, equality, and advocacy
- Previous experience in NGOs, advocacy, or policy-related environments is a plus

What you'll gain

- Exposure to high-level strategic decision-making
- Experience in reputation management within an international NGO
- Development of advanced communication and advisory skills
- Direct impact on a growing European organisation
- A volunteering / pro-bono international contract
- Fully remote collaboration, with in-person opportunities in Brussels
- Possibility to receive the EDUXO Badge as an Interest Group Representative to EU institutions
- Flexible time and autonomy
- Free Career Desk support with an HR expert
- Free psychological support
- Access to international high-level and networking events
- Monthly internal trainings and opportunities
- A supportive, feminist, inclusive community
- Insurance coverage during in-person volunteering activities
- As a member, you can apply for governance roles and actively participate in decision-making processes

How to Apply

Send your CV and (if available) a portfolio or examples of previous work to Jasmine D'Ambrosio (Talent Acquisition Specialist) at talent@eduxo.eu

Subject line: **Crisis Communications & Reputation Manager Application – [Your Name]**

Application Process

There is **no fixed deadline** for this position. Applications are reviewed on a **rolling basis**, and the vacancy will remain open until the position is filled. Early applications are encouraged. The process includes 1 interview of 30-45 minutes.

At Eduxo, we are committed to diversity and inclusion. We strongly encourage applications from individuals of all backgrounds.

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