

[en](#)

Job | 29.10.2026

Job Opening: Logistics and Editorial officer

Contractual agent, FG III, until 31/12/2028

A/Description of the function

This role involves supporting the Communication Strategy department in the daily realisation of projects through a variety of workstreams. The role will involve working closely with the Head of Communication for the delivery of projects on a weekly basis, such as the annual budget and logistical planning for events, to operational coordination with different units and offices of Members of the European Parliament (MEPs). The role foresees a strong editorial element, for external communications, including in the delivery of copy for digital, such as campaigns, web articles and social media, as well as offline material for events or external activities. The role will require good project management and prioritisation skills to support the realisation of overall communication strategies set by the department. Such work will feed into the Group's global political and communication strategy. The role will focus on:

- **Administrative and operational coordination:** Provide administrative and organisational support to the Head of Communication and the Communication Strategy Team, including communication planning, manage translation requests, calendars and cross-team workflows; organise meetings, prepare agendas and minutes, follow up on decisions and deadlines, and facilitate information flows across different teams as well as with MEPs offices.
- **Budget and procurement:** Contribute to the annual budget planning and monitoring, consolidate resource needs, coordinate financial requests, tenders, contracts, framework contracts and invoice processing in liaison with the Finance Team.
- **Editorial work:** Contribute to the preparation of external communication, campaign and digital communication materials, ensuring consistency with strategic priorities. This includes writing, editing and proofreading digital content, such as blogs, online actions or social media, and for offline material for events or external facing activities.
- **Communication strategy and messaging:** Support the development and implementation of communication strategies aligned with the Group's political priorities. Contribute to the development of key messages, communication proposals and plans, ensuring coherence across communication activities and materials. Coordinate communication planning around plenary sessions, ensuring that the Group's political priorities are reflected in communication calendars and translated into timely and coherent communication activities.
- **Project management and events:** Coordinate communication projects from planning to delivery,

including timelines, responsibilities, resources and follow-up. Contribute to the development of internal guidelines and working methods and support the planning and organisation of major external-facing activities, trainings, team events and meetings with internal and external stakeholders.

B/Profile

To fill this key position within the Greens/EFA Group Secretariat, we are looking for a colleague who is collaborative, proactive, comfortable working in a multicultural environment, and who is familiar with the values of the Greens/EFA Group.

Requirements

Candidates must demonstrate:

- A minimum of three years of professional experience in line with the role;
- Experience in project coordination, operational and strategic planning or administrative coordination within a multicultural and multi-stakeholder environment;
- Excellent written and spoken English (C1/C2) and good written and oral knowledge of French (B2), with the ability to draft, edit and proofread clear, accurate and audience-appropriate content.
- Strong understanding of platform-native storytelling, including strategy for content, building audiences, tone, factchecking, web optimisation and editorial;
- Ability to understand organisational priorities and translate them into structured communication plans, coordinated activities and clear messaging;
- Ability to work collectively with colleagues across different teams, facilitate information-sharing and adapt to changing priorities in a dynamic working environment.
- Interest in the work and political priorities of the Greens/EFA Group, and commitment to a respectful, inclusive and collaborative working environment.

Assets

Demonstrating (one of) the following competencies will be considered an asset:

- Experience in a communications department, supporting the development or implementation of communication strategies, messaging or communication plans.
- Familiarity with communication planning around political events, parliamentary sessions or other time-sensitive priorities
- Experience in budget monitoring and planning, procurement procedures and/or financial administration;
- Knowledge of the functioning of the European Parliament and/or of Greens/EFA Group;
- Educational background in line with the function;
- Knowledge of any other EU languages.

Under article 82, (3) of the Conditions of Employment of Other Servants (CEOS) of the European Communities, candidates must:

- Be citizen of an EU Member State unless an exception is authorised by the authority referred to in article 6 (1);
- Enjoy full rights as citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Meet the character requirements for the duties involved.

C/Salary and other benefits

This is a fixed-term contract as a full-time contractual agent, Function Group III, until 31/12/2028, renewable until the end of the mandate.

The indicative basic salaries grid is:

Grade	Basic Salary
FG III 8 (≤ 5 years of professional experience)	€ 3 475.62
FG III 9 (≥ 5 and ≤ 10 years of professional experience)	€ 3 932.44
FG III 10 (≥ 10 and ≤ 15 years of professional experience)	€ 4 449.30
FG III 11 (≥ 15 and ≤ 20 years of professional experience)	€ 5 034.15
FG III 12 (≥ 20 years of professional experience)	€ 5 695.80

The precise grade is determined by the services of the European Parliament on the basis of professional experience, supported by appropriate documentation.

In addition to the basic salary, various allowances may be granted depending on the candidate's personal situation (household allowance, expatriation allowance, child allowance, etc.). These allowances are determined by the services of the European Parliament.

The successful candidate will also benefit from the Joint Sickness Insurance Scheme of the European Union.

D/Application and procedure

Shortlisted candidates will be invited to a 1h written test and a 20-minute interview.

The Greens/EFA group is dedicated to providing equal employment opportunities, fostering diversity, and creating an inclusive, discrimination free and harassment free work environment. Therefore, we actively work on minimising the influence of our biases in our recruitment procedures, in particular related to but not limited to, ethnicity, national origin, race, age, gender identity and expression, sexual orientation, domestic circumstances, physical appearance, disability status, socioeconomic background and atypical careers.

In case of equal appreciation on competence and suitability for the position, preference will be given to applicants from under-represented groups.

In case of interest in this position, fully complete the [online application form](#) and [upload a recent CV](#), at

the following link, **before 12.11.2026 at 6pm CET**:

[Application From - Logistics and Editorial Officer for Comms](#)

Please note that applications, CVs or cover letters received by email will not be accepted.

Recommended

Publication



[Call for tenders: Greens/EFA Consultation widget](#)

18.10.2026

Job

@ rawpixel-com



[Policy adviser for the AFET Committee](#)

16.10.2026

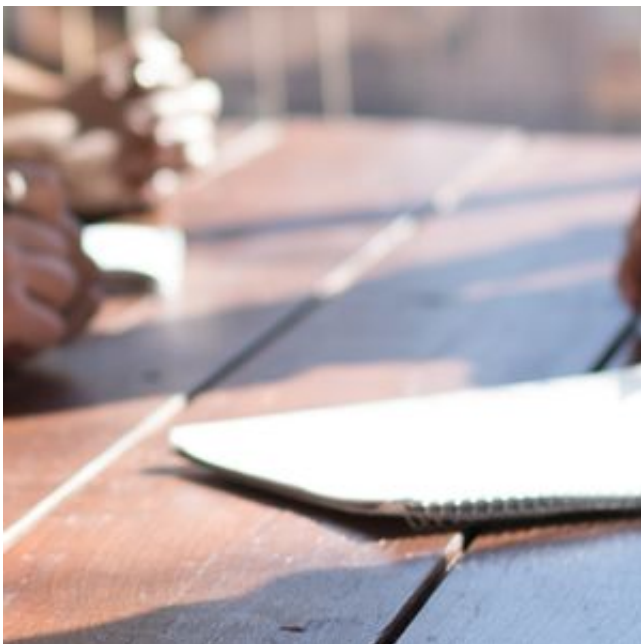
Publication



[Call for tenders: The Greens/EFA CRM Software](#)

08.10.2026

Publication



Human Resources Management System

02.10.2025

Contact person



Alexandra Quaresma

Human Resources Officer

Attached documents

[Job opening Logistics and editorial officer](#)

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