

## Dissemination Assistant

**Full time, 12-month contract with option to extend/make permanent**

**€25K to €28K per annum, depending on experience**

**Reports to Head of Digital Strategy and Dissemination**

Location: Paris | Primary working language: English

### Overview

This is an exciting moment in CEPR's almost 40-year history, as we have recently opened a Paris office, supported by a consortium of French public and private sector institutions, and are in the process of expanding our activities in France. CEPR's Dissemination team is responsible for generating interest and awareness for the Centre's initiatives, publications output (printed and digital) and events.

### Key Objectives

The Dissemination Assistant will support the Dissemination team in its activities promoting CEPR's output, and will also provide dissemination support to other teams, particularly to Events and Projects.

### Key Tasks

- Social media
  - Creating text and image cards for social media posts on Discussion Papers, videos, podcasts and events for [www.cepr.org](http://www.cepr.org), with additional assistance for [www.VoxDev.org](http://www.VoxDev.org)
  - Researching relevant social media handles (e.g. authors) and hashtags for inclusion in posts
  - Assisting with preparation of reports on campaign activity and reach
  - Maintaining the social media calendar in AirTable, incorporating information on upcoming events and activities
  - Identifying Discussion Papers and Vox columns of relevance to trending hashtags for promotion on both English and French language channels
  - Providing assistance with special/ad hoc campaigns, often with short deadlines
- VoxEU commissions
  - Preparing and sending commissioning emails to authors and then logging and keeping track of these commissioning requests
- Newsletter support
  - Drafting the VoxDev and Press Brief newsletters, and accompanying website news items
- Press support
  - Assisting with maintaining the press contacts database
  - Assisting with monitoring and recording press mentions
  - Researching specific journalists and organisations to target for press releases across all areas of economics in France, the UK, and other countries

### Person Specification

#### *Essential*

- A relevant degree (economics or similar preferred)
- Excellent organisational skills and the ability to prioritise among competing tasks
- Ability to work effectively in a fast-paced, busy and rapidly changing environment and particularly to tight deadlines and with close attention to detail
- Excellent interpersonal skills and the ability to work in a team and build relationships with colleagues situated in different locations
- Excellent written English skills
- Familiarity with Adobe apps

- Right to work in the EU, with ability to undertake restriction-free travel (including to the UK)

*Desirable*

- Proficiency in French preferred, other European language(s) a plus
- Ability to take initiative and work autonomously
- Experience with Adobe Spark

**To Apply**

Applications should be made by submission of a cover letter and CV in English to [jobs@cepr.org](mailto:jobs@cepr.org), quoting "DA22-SP".

The deadline is 5pm on Friday 4 February 2022 however, applications will be reviewed on a rolling basis.

**About Centre for Economic Policy Research**

CEPR is an independent, non-partisan, pan-European non-profit organization. Its mission is to enhance the quality of policy decisions through providing policy-relevant research, based soundly in economic theory, to policymakers, the private sector and civil society. The results of the research conducted by the Centre's network of over 1,700 affiliated researchers are disseminated through a variety of publications, public meeting, workshops and conferences.