

## Job Description: Communications & Marketing Officer (M/F/D)

Place of work: **Luxembourg Kirchberg**

Vacancy type: **Full time**

Contract type: **CDI – Permanent contract**

Starting date: **as soon as possible**

Salary: **Competitive plus benefits**

### About LuxFLAG:

LuxFLAG, the Luxembourg Finance Labelling Agency, is an independent and international, non-profit organization created in Luxembourg in July 2006 jointly by public and private partners.

LuxFLAG aims to promote the raising of capital for the Sustainable Finance sector by awarding a recognizable label to eligible investment vehicles in Climate Finance, ESG (Environment, Social, and Governance), Environment, Microfinance, and Green Bonds. The LuxFLAG Labels are recognized for their high standards and rigorous assessment of applicant investment vehicles' investment holdings, strategy and procedures with respect to ESG matters as well as an affirmation of their transparency to investors – which are key components of the eligibility criteria for the LuxFLAG labels. As of July 2021, LuxFLAG Labels 354 products representing €155bn in Assets under Management.

### The Role

We are looking for a talented communications specialist, who is a dedicated and motivated team player, to support our rapidly growing activities in labelling Sustainable Investment products. Working closely with LuxFLAG's wider team and the General Manager, the Communications and Marketing Officer will take proactive ownership of the larger areas of media, events and communications.

At LuxFLAG, we attach a high importance to the personal fulfilment and professional development of our employees and are committed to the sustainability values.

### Main tasks

- Actively drive LuxFLAG's communication and marketing strategy and implementation
- Develop new ways of interacting with LuxFLAG's stakeholders through targeted communication material, website or press initiatives
- Provide strong marketing and communications material, newsletter, reporting and information in a mainly digital context
- Be responsible for LuxFLAG's social media and network contribution, as well as monitoring of LuxFLAG's media coverage
- Primary point of contact for all press as well as interview requests and media relations
- Coordinate and drive LuxFLAG's events, such as the annual Luxembourg Sustainable Investment Week as well as orchestrate event contributions, planning and stakeholders
- Take ownership of event and media partnership management

- Contribute to the conception and development of communication and marketing tools
- Actively contribute to the development, updating and maintenance of LuxFLAG's public image
- Establish and maintain relationships with industry press and other appropriate media sources or industry stakeholders to promote awareness of LuxFLAG and its mission
- Support the administrative processes

### **Skills and capabilities:**

#### Essential

- Academic degree in Marketing, Communications or similar professional experience
- At least 3-5 years of professional experience in Communications, Marketing and/or Events role
- Flexible and autonomous with the ability to multi-task
- Very strong communication skills (verbal and written) at the level of, or comparable to, an English native speaker
- Organised, dedicated and focussed with high levels of accuracy and attention to detail
- Natural problem-solver applying creativity, both in ideas and execution
- Self-motivated and disciplined with an enthusiastic and positive approach
- Strong interpersonal skills
- Excellent writing skills and acquainted with routine IT office as well as dedicated Communications software/tools such as Mailchimp, Canva, Photoshop, Illustrator or InDesign
- Additional language skills are considered an advantage

### **Applications**

Closing date for applications: **30 September 2021**

Interested applicants should submit a Curriculum Vitae and a cover letter detailing their qualifications and experience for the role to [info@luxflag.org](mailto:info@luxflag.org)

Applicants must be eligible to work in Luxembourg. Only shortlisted candidates will be notified.