



April 2021

VACANCY ANNOUNCEMENT
Communications trainee
at the Secretariat of the Helsinki Commission

The Baltic Marine Environment Protection Commission (Helsinki Commission – HELCOM) is an intergovernmental organization (Denmark, Estonia, the European Union, Finland, Germany, Latvia, Lithuania, Poland, Russia and Sweden) with its headquarters (Secretariat) in Helsinki, Finland, working to protect the marine environment of the Baltic Sea. At present, we are around 30 staff members at the HELCOM Secretariat, and our working language is English. We offer an open, friendly, dynamic and energetic, often fast-paced, international working environment that challenges everyone to contribute their best to our common goals. For more information about HELCOM, please visit our home page: www.helcom.fi.

We are currently in search of **an enthusiastic trainee to support our communication activities** at the international HELCOM Secretariat. The position involves both media production and content development tasks related to HELCOM's institutional communications and the upcoming [HELCOM Ministerial Meeting](#) 2021 (MM2021) that will take place in Lübeck, Germany on 20 October 2021. The trainee will also be involved in communication activities related to the updated HELCOM [Baltic Sea Action Plan](#) (BSAP) that is due to be adopted during the MM2021.

Tasks

- Assist in the development of a visual identity, innovative communication concepts and media products related to the HELCOM Ministerial Meeting 2021 (MM2021) and the updated HELCOM Baltic Sea Action Plan (BSAP);
- Design and layout various communication documents and products for print and online use;
- Assist with video editing and animations;
- Update the HELCOM website and perform some website maintenance;
- Assist in preparing the MM2021, particularly in regard to communications and media relations;
- Assist with writing press and news releases as well as editing texts;
- Any other tasks related to HELCOM communication activities as required and assigned.

The position may require travel to the Ministerial Meeting 2021 in Lübeck, Germany.

Qualifications and experience

Applicants should possess the following qualifications and experience:

- a university degree (or pending degree or several years of university studies) in a suitable field of study (e.g. communications, graphic design, press and media);
- good graphic design and layout skills, both print and digital;
- good knowledge of Adobe Creative Suite software (InDesign, Photoshop, Illustrator, Premiere, Animate);
- knowledge of website content management systems such as WordPress;
- knowledge of video editing;
- knowledge of social media management;
- good writing and editing skills (e.g. news releases, blog posts);
- excellent social and team skills as well as the ability to work independently;
- proven ability to deliver to tight timelines and capacity to work under pressure;
- knowledge about Baltic Sea environmental matters and/or international cooperation is an asset.

A thorough knowledge of the English language and the ability to draft quickly and concisely in English as well as high competence in IT skills are essential.

Terms of appointment:

The selected candidate is expected to take up his/her duties preferably on 15 July 2021 (and the contract duration would be through 15 November 2021 (4 months). Further employment could be envisioned, contingent on the availability of funds. The compensation is 1.500 € - 1.800 € per month, depending on the qualifications of the selected candidate. Please note that the salaries paid by the Commission are exempt from Finnish income tax.

Only candidates that are already allowed to reside and work in Finland will be considered. If applying from abroad, please note that COVID-related restrictions (subject to change) may not allow for taking up non-essential work in Finland, including traineeships.

How to apply?

Applicants with the required expertise and personal qualities are invited to submit their application (consisting of a CV, a motivation letter and a portfolio of recent job-related and or study-related work) via e-mail to recruitment@helcom.fi no later than **15 May 2021**. Please write "Communications trainee" in the subject field of the message.