

European Association of Zoos and Aquaria



Vacancy: Communication Coordinator

Location: Amsterdam, NL

Scope: 0.6 FTE (equivalent of 3 days per week)

Deadline: 10 October 2025

Established in 1992, EAZA (www.eaza.net) is the world's largest regional zoo and aquarium association. Driven by our vision "Progressive zoos and aquariums saving species together with you", we enable the collaboration of more than 400 Members (zoos and aquariums, national zoo federations and other organisations) in 47 countries in the areas of animal population management, animal care, conservation, education and research.

The day-to-day work of the Association is managed by the EAZA Executive Office (EEO), with a dedicated team of around thirty staff members. Our main office is in Amsterdam with a satellite office in Brussels and other EEO team members located in EAZA Member facilities around Europe. We are a passionate, international team that cares deeply about our work and are committed to conservation, animal welfare and the development of zoos and aquariums across the world.

Job description

As part of the expanding communications team in the EEO's Advocacy and Communication Department, we are seeking a part-time Communication Coordinator. You will report to the Director of Advocacy and Communication and will work along another, established, full-time coordinator.

Each of you will take the lead on specific areas of the communications portfolio while supporting other areas. Your tasks will include:

Leading on:

- **Social media engagement:** Coordinating EAZA's social media presence by planning, scheduling, and posting content, and actively engaging with audiences. Staying up to speed with social media trends to inform EAZA's approach
- **Website content production:** Maintaining content of the EAZA website, ensuring information is timely and aligned with communication priorities
- **Email newsletter production:** Creating and distributing newsletters (e.g. the monthly Member eNews, and a new quarterly newsletter for external stakeholders) with the use of email marketing tools
- **Analytics and reporting:** Monitoring website, social media, and email metrics to evaluate performance, and preparing regular reports on digital engagement

Supporting:

- **Publications:** Supporting production of the Zooquaria magazine and Annual Report, working with contributors, editors, designers, and printers
- **Community engagement:** maintaining close contact with EAZA Members and supporting them in the implementation of EAZA Communication Guidelines
- **Media relations:** Supporting press and public communications efforts by helping respond to media enquiries as part of the team
- **EAZA operations:** supporting the achievement of EAZA's strategic goals and assisting with conference preparation and other tasks of the EAZA Executive Office as needed

Required qualifications and experience

Education: Completed higher education at least to degree level, preferably in science communications or a related discipline.

Qualifications and experience:

- Minimum 3 years of relevant experience in the field of communications
- A proven track record working in communications-related project management and in multidisciplinary teams
- Experience managing digital communication channels (website, social media, newsletters), including use of content management systems and analytic tools, as well as familiarity with email marketing platforms
- Proficiency with design and multimedia tools, such as graphic design software and basic photo/video editing programmes
- Work experience in zoo-related thematic area (e.g., wildlife conservation, animal care, research, education) is preferred
- Fluency in written and spoken English is essential. The ability to communicate in an additional European language is preferred

Competencies:

The successful candidate should have – or be able to develop – the following personal competencies:

- **Proactive and progressive** Being forward-thinking and taking initiative within scope of responsibility. Using knowledge and experience to lead to the best result for EAZA
- **Professional** Demonstrating reliability, consistency, transparency, inclusivity and honesty in your actions. Being fact based, accountable and maintaining confidentiality. Respecting cultural and experiential differences and positively representing EAZA
- **Result orientated** Able to take concrete and targeted actions to meet agreed results and continuously add value for EAZA and its Members
- **Adaptable** Adapting quickly and with agility to new, ad-hoc and emerging situations and ways of working
- **Interpersonal skills** Able to work with a wide range of people across multiple cultures. Managing relationships with professionalism, empathy and tact
- **Organised** Determining own goals and priorities across multiple tasks and indicating the actions, time and resources needed to achieve these goals. Keeping on track and on time to meet deadlines, even under pressure
- **Communication skills** Able to convey (complicated) subject matter effectively to identified audiences, in visual, verbal or written formats using appropriate methods of communication
- **Project management skills** Working collaboratively to achieve agreed goals and priorities; indicating the actions, time and resources needed to achieve these goals, in relation to specific projects. Ability to manage the project through to outcome(s) and evaluation

Employment conditions

The position is a 60% post (0.6 FTE), working 22.8 hours per week, based in Amsterdam. The starting salary for a full-time equivalent is €3,282.73 per month. EAZA pays an 8% holiday allowance in May, which will bring the starting full-time equivalent annual gross salary to €42,544. There is a holiday allowance of 25 days a year and company pension. Actual salary and holiday allowance will be pro-rated to 0.6 FTE. Annual salary increments occur within an agreed scale. Cost of living indexation is applied.

EAZA offers a training scheme and other opportunities for professional growth and development. We offer a flexible work arrangement with a mix of in-office and remote work. We provide a tax-free home-work travel allowance and home working allowance, as well as the necessary equipment for a safe and comfortable home office setup. Occasionally, you may be required to travel and to work outside regular hours for events such as conferences.

You must be an EU national or hold an EU work permit to be eligible to apply for this role.

Applications

If you are interested in the position, please send your CV and cover letter by email to **jobs@eaza.net** for the attention of Tomasz Rusek, EAZA Director of Advocacy and Communication, with the subject line "Communication Coordinator – your name".

All applications received will be acknowledged by a return email. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

We look forward to receiving your application by 10 October 2025!