



WAVE JOB VACANCY

Position	WAVE Communications Coordinator
Working hours	37 hours per week
Contract type	Limited Study Leave Cover – July 2025 until August 2026
Salary	Between €3.246 – €3.654 monthly gross salary (14 salary payments per year) based on relevant experience and qualifications, according to the Austrian Social Economy Collective Agreement (SWÖ-KV) Group/level range: 8/1-8/4. Group/level range can be adapted based on experience and qualifications.
Basic Conditions	<ul style="list-style-type: none">• Applicants must have a valid working and residence permit for Austria• At least 3 years professional experience in communications in the NGO and/or public sector, including the development and implementation of communication strategies as well as awareness raising campaigns
Working Location	Vienna, Austria
Starting Date	July 2025
Application Deadline	Please note that WAVE is recruiting on a rolling basis and will close the application process once the successful candidate is selected.

ABOUT WAVE

WAVE is a network of over 180 women's NGOs in 46 European countries, who are all working towards tackling and preventing and combating violence against women and their children. Our members are mainly women's specialist services such as shelters, centres and helplines, some are also national networks of such organisations.

WAVE's main areas of work are:

- 1) Advocacy & campaigning for a) better legislation, and implementation of existing legislation to tackle violence against women and b) sufficient funding for women's specialist services,
- 2) Capacity building and networking for our members through trainings, conferences and partnership projects,
- 3) Data Collection on the status of WSS in our member countries which is published every 2 years. WAVE also publishes regular newsletters, social media posts, blog contributions and an online magazine Fempower.

ABOUT THE POSITION

WAVE is looking for an experienced and proactive Communications Coordinator to ensure effective communications and awareness raising for WAVE.

1) This role will have the following main responsibilities:

- Within the context of the overall WAVE Strategy to **develop and implement WAVE's communication strategy, to promote WAVE activities internally and externally, and increase engagement of internal and external stakeholders through such activities.**
- Support and coordinate **the development of advocacy activities and awareness raising campaigns** as per current WAVE Strategy

2) To be considered for this role you should have the following respective experiences and skills:

- At least 3 years proven experience in
 - communications in the NGO and/or public sector, including the development and implementation of effective communication strategies.
 - the development and coordination of successful awareness raising campaigns and advocacy activities.
 - in content creation and management for websites, social media and newsletters
- Experience in stakeholder development and maintenance
- Ability to work on own initiative and proactively manage and create content
- Knowledge of key topics and developments in the field of violence against women and girls
- Interest in current trends in the communication and digital sector, as well as current political events and human rights
- Knowledge of image processing programs
- Knowledge and experience with website analysis (e.g. Matomo)
- Excellent English language skills, textual confidence, talent for storytelling and good sense for visuals
- Innovative and communicative personality, team-orientation, reliability and independence

A complete job description for this position is attached to this announcement.

3) What you can expect

- A diverse, multifaceted area of work in a motivated and dynamic team within a strong international network
- A meaningful, appreciative and family friendly working environment
- Flexible working hours and possibility to partially work from home
- Interesting, specialised training and development opportunities
- A centrally located office with good connections to public transport
- At least 25 days of annual leave additionally to 16 public holidays in Austria
- A monthly gross salary between **€3.246 – €3.654** monthly gross salary (**14 salary payments per year**) based on relevant experience and qualifications, according to the Austrian Social Economy Collective Agreement (SWÖ-KV) Group/level range: 8/1-8/4. Group/level range can be adapted based on experience and qualifications.

4) General Information

- **CV in Europass format** (in English) <https://europass.cedefop.europa.eu/documents/curriculum-vitae>. Please note that we are unable to accept any other form of CV and will disregard your application should it not contain a CV in Europass format.
- In the area of **work-experience on the CV**, applicants are asked to **list information** on:
 - Beginning and end dates of (paid and volunteer) work
 - Name and country of employer
 - Type of organisation (i.e. government institution, NGO, educational institution etc.)
 - Position held
 - Main tasks and responsibilities

- **Cover letter (max. 500 words)**, outlining why you believe to be the most suitable candidate for this position.
- **1 minute video in which you are answering the following question:**
 - For the 16 Days of Activism, you are tasked with creating a social media campaign that raises awareness about the importance of women's specialist services. In one minute and 30 seconds, tell us your key ideas and how you would approach it.
 - Focus on main ideas, no need to describe full posts or graphics.
 - We are interested in your thought process and creativity.
- **Links to websites and social media channels** you have managed and created content for.

Please note:

- **IMPORTANT: WAVE can only consider applications that fulfil the key criteria, outlined in point 2 of this document.**
- Please note that WAVE is **recruiting on a rolling basis** and will **close the application process once the successful candidate is selected.**
- **Only if you should be invited and successful in an interview**, WAVE will request **two reference letters**. It is not necessary to submit these reference letters with your written application.
- You need to have a residence permit and/or work permit in Austria to be selected for this position.
- This position is open to **all women** for the following reason:
WAVE supports a number of women directly affected by gender-based violence and complex trauma. This position requires some contact with such women and is therefore only open to female applicants.