

Centrum Balticum is seeking coordinators for the Baltic Sea Strategy Point

Centrum Balticum Foundation is looking for two project coordinators to work as the administrative and communication officers for the Baltic Sea Strategy Point.

[Centrum Balticum Foundation](#) communicates, coordinates and connects Baltic Sea Region cooperation. Our area of specialty is project communication and we have worked as a communication partner in several international projects. In addition to communications, we have management expertise and experience in project lead as well as project development. We work in an agile manner with both private and public actors. Centrum Balticum has long acted at the heart of the European Union Strategy for the Baltic Sea Region (EUSBSR) and developed its communication and governance.

The [EUSBSR](#) is the first Macro-regional Strategy in Europe. The Strategy is an agreement between the Member States of the EU and the European Commission to strengthen cooperation between the countries bordering the Baltic Sea in order to meet the common challenges and to benefit from common opportunities facing the region. The Strategy is divided into three objectives: save the sea, connect the region and increase prosperity. Each objective relates to a wide range of policies and has an impact on the other objectives. When the EUSBSR Action Plan was revised in 2021, a new support structure - the Baltic Sea Strategy Point - was introduced to the governance structure of the EUSBSR.

The Baltic Sea Strategy Point will give support to the administrative structure of the EUSBSR, but also coordinate cross-sectoral cooperation and development of the Strategy. It is funded by the [Interreg Baltic Sea Region Programme](#). Centrum Balticum will lead the work done jointly with the City of Hamburg.

Centrum Balticum Foundation will be responsible for the overall management of the Baltic Sea Strategy Point and supporting the administration and communication of the Strategy. We are now looking for two project coordinators to fill in the positions of administrative officer and communication officer. These officers together with the project manager at Centrum Balticum form a team accompanied by development officer and coordination officer in the City of Hamburg. The working language is English.

Description of the tasks of the administrative officer

The main task of the administrative officer is to prepare various governance related documents and meeting materials for the EUSBSR and run decision-making processes in cooperation with the project manager and other stakeholders of the EUSBSR. The administrative officer will also be responsible for the documentation, building up institutional memory for the EUSBSR and acting as a provider of information for both internal and external stakeholders in issues related to the governance of the EUSBSR. The administrative officer will also participate in other tasks of the Baltic Sea Strategy Point. Tasks will be specified by the knowledge and know-how of the coordinator to complement the rest of team.

The administrative officer will have a key role in ensuring the smooth operation of the EUSBSR as platform for international cooperation and developing the EUSBSR processes.

Requirements and beneficial qualities

Education: The applicants are required to have

- a master's degree or equivalent. For example, studies in the fields of politics, international politics, EU studies, communication, general management, data management, administration or law could provide a suitable background.

Language skills: The applicants are required to be

- very proficient in English language and
- fluent communicators.

Experience: It is considered beneficial for the applicants to have experience in

- working in relevant or similar positions,
- the work of governing boards or similar decision-making bodies and
- Baltic Sea Region / international cooperation or governance through work or studies.

Skills: The applicants are required to have skills in

- analytical and system thinking,
- interaction and cooperation,
- average or good knowledge of common office software and
- basic or average knowledge of website management.

It is considered beneficial for the applicants to have skills in

- data management and organizing meetings.

Other expectations: The applicants are required to be

- capable of independent work, though work as a part of a team
- attentive to detail,
- able to grasp new concepts quickly,
- flexible in relation to tasks and adaptable to new situations,
- able to prioritize and work under pressure and
- prepared to travel.

Description of the tasks of the communication officer

The main task of the communication officer is to develop and coordinate the internal and external communications of the EUSBSR. This includes strategic communications of the EUSBSR and coordinating its implementation. The tasks include organizing events, maintaining websites, social media platforms and giving communication support to other EUSBSR stakeholders. The communication officer will also participate in other tasks of the Baltic Sea Strategy Point. Tasks will be specified by the knowledge and know-how of the chosen person to complement the rest of team.

The communication officer will have a key role in ensuring the smooth operation of the EUSBSR as platform for international cooperation and developing the EUSBSR processes.

Requirements and beneficial qualities

Education:	The applicants are <u>required</u> to have <ul style="list-style-type: none">• a master's degree or equivalent. For example, studies in the fields of communication, media, politics, international politics, EU studies or general management could provide a suitable background.
Language skills:	The applicants are <u>required</u> to be <ul style="list-style-type: none">• very proficient in English language and• fluent communicators.
Experience:	It is considered <u>beneficial</u> for the applicants to have experience in <ul style="list-style-type: none">• work in relevant or similar positions,• strategic communications and implementing communications in general and• Baltic Sea Region / international cooperation or governance through work or studies.
Skills:	The applicants are <u>required</u> to have skills in <ul style="list-style-type: none">• interaction and cooperation,• average or good knowledge of common office software and• basic or average knowledge of website management and social media platforms. It is considered <u>beneficial</u> for the applicants to have skills in <ul style="list-style-type: none">• content creation and• facilitating discussion.
Other expectations:	The applicants are <u>required</u> to be <ul style="list-style-type: none">• capable of independent work, though work as a part of a team• able to grasp new concepts quickly,• flexible in relation to tasks and adaptable to new situations,• able to prioritize and work under pressure and• prepared to travel.

What we offer

Within Centrum Balticum Foundation, we offer you the chance to make a real difference in the Baltic Sea Region. We work as a close and positive team, in which your strengths are appreciated, and which supports you and the development of your skills.

Details

Work begins from September 1st or as soon as suitable candidates are found. We offer fixed term employment until 30.9.2025.

Please send your application (including desired salary) and CV to [kirsi.mahlman\(a\)centrumbalticum.org](mailto:kirsi.mahlman@centrumbalticum.org) at latest on August 10th. Interviews will be organized during week 33, if possible, face-to-face in our office.

The office of Centrum Balticum Foundation is located in the center of Turku (Vanha Suurtori 7, Turku). We work both at the office and remotely.

More information will be given by Deputy Director Kirsi Ahlman (+358 400 885593) on the following dates:

- August 4 at 12-14 EEST
- August 5 at 12-14 EEST
- August 8 at 12-14 EEST
- August 9 at 12-14 EEST