

Vacancy announcement for the Interact programme

Interact Office Vienna is recruiting an Interact Programme Communication Officer (m/f/d)

About Interact

Cooperation can be complex; *our job is to make it easier.*

Throughout Europe, Interreg programmes are implementing projects which improve the lives of Europeans. Interact helps Interreg programmes, and other actors working in a cooperation context, to be more efficient and more effective, to achieve more with EU funds.

Interact has supported Interreg for more than 20 years, and continues to offer bespoke interventions to address the key challenges facing Interreg programmes and other cooperation actors in working in a complex environment.

We ensure the exchange of experience, information and innovation in order to promote best practice and make cooperation easier. We achieve this through targeted events, publications and tools.

Our services are targeted at cooperation programmes under the European Territorial Cooperation (ETC) objective of Cohesion Policy - known as Interreg.

Interact is itself an Interreg programme, under Strand C Interregional Programmes. We are established in the Interreg regulation (2021/1059), Article 3 (3) (C) to ensure the exchange of experiences, innovative approaches and capacity building among cooperation actors.

The Interact Managing Authority and Interact Secretariat is hosted by the Bratislava Self Governing Region. Partnership agreements establish four implementing offices which pool experiences, innovations and ideas from all over Europe. Our offices are located in Turku (Finland), Valencia (Spain), Viborg (Denmark) and Vienna (Austria).

Each office combines the management of specific projects and contributes to the overall knowledge and implementation of the programme. Our specialists work across offices and topics, to build a broad understanding of the challenges facing Interreg programmes and design interventions to address them.

About Interact Office Vienna

Interact Office Vienna is implemented by the City of Vienna, Municipal Department 27 - European Affairs. Employer of the Interact Office Vienna staff is the EU-Förderagentur GmbH on behalf of the City of Vienna.

About the role

The Interact Programme Communication Officer will support the implementation of the Interact communication strategy and the activities of the Interact programme. In particular, they will coordinate, develop and deliver communication output on key Interact activities. They will use mediums such as the website, an email newsletter, and social media channels to communicate about flagship projects, key topics as well as other Interact services.

They will perform their tasks independently, under direct supervision of the Interact Programme's Senior Communication Manager. They will actively liaise with the wider Interact team as a part of implementation of the tasks.

They will have the opportunity to travel, especially to large events, where they will represent the Interact programme and explain its key services, and to meet and exchange with stakeholders.

Core tasks

The work of the Interact Programme Communication Officer includes to:

- Design, develop and deliver quality communication to Interact's target audiences.
- Manage Interact's social media accounts, and to positively engage with our online audiences.
- Actively support the internal communication and information flow within Interact, in line with an internal communication strategy (under development).
- Support the Interact team in effectively communicating their activities, either in response to direct requests, or through regular engagement to understand activities planned.
- Monitor the effectiveness of Interact's communication approaches and draft periodic reports on activities and their effectiveness.
- Help to maintain and further develop the visual identity of the programme (graphic design, publications and promotional materials).
- Support the further development of Interact's website and wider IT environment, and ensure effective communication of them.
- Promote Interact services and achievements in large external events, such as EU Regions Week and the InformEU Communication Network.
- Support the organisation, coordination and communication of the Interreg Knowledge Fair.
- Provide other administrative and logistical support required to achieve the communication of the programme.

Role requirements and other assets

Minimum requirements

The minimum requirements for the position, which applicants should regard as eligibility criteria, are:

- University degree in a relevant discipline (e.g. Communication, Public Relations, Media Studies, Journalism, European studies, etc.)
AND at least 3 years of work experience in a communication focused role.
 - OR -
- Other vocational qualification(s) in a relevant discipline
AND at least 6 years of work experience in a communication focused role.
- Experience in managing accounts on social media platforms.
- Excellent command of English language, both speaking and writing.
- Willingness to travel

Personal skills and assets for this role – Who are we looking for?

Our ideal candidate is a highly-motivated, self-starter, able to independently manage multiple projects, with varied teams. They can work flexibly to meet deadlines and respond to challenging availability.

They will also have:

- Experience in communication, in particular some or all of: digital marketing; corporate branding; copywriting; design; customer relationship management (CRM); as well as website management such as SEO.
- Demonstrable experience in working in complex environments, with multiple projects and diverse international teams.
- Experience in a similar role for an Interreg programme, or general knowledge or experience of Interreg programmes/projects and the wider Cohesion Policy framework.
- Knowledge of graphic design software, Website CMS and/or simple HTML scripts.
- Presentation and moderation skills
- Writing skills (reporting, drafting concepts)

Terms and conditions for employment/Contracting period

The EU-Förderagentur GmbH, on behalf of City of Vienna MA 27, will offer the successful candidate an employment contract under Austrian labour law with the following conditions:

- Our preferred starting date is from mid-November 2025, depending on the selected candidate's availability.
- The initial contracting period will be one year, with a one-month probation period. After one year, the contract can be extended to a permanent position, based on the performance of the employee.
- The employment is foreseen on a 40-hours per week basis, part-time options with a minimum of 30-hours per week can be considered.
- The working place is Vienna (Austria).
- Working hours are flexible during normal office hours but depend on agreement with the supervisor. Home office is possible with limited extent.
- Annual gross salary for 40 hours/week offered: minimum 51.000 EUR. The minimum salary can be adapted according to qualification and experiences of the candidate.

Application procedure

Please apply online at https://www.eufa-wien.at/home/kontakt/karriere?sel_language=eng&yid=3296.

Applications sent by e-mail or forms other than the online system will not be accepted.

The application should include:

- The online application form;
- A motivation letter of no more than one page, describing
 - your suitability for the position, and what you would bring to Interact
 - your main job expectations
- A detailed curriculum vitae;

All documents should be submitted in English.

Application deadline: 28 September 2025 23:59 CET

Online interviews with long-listed candidates will presumably be held on 9-10 October 2025.

Short-listed candidates will be invited to an in-person interview in Vienna held in late October 2025.

Candidates will be asked to undertake some short practical assignments to demonstrate the skills mentioned above as part of the interview process.

All applicants have to agree to the processing of their data in accordance with the data protection regulations when submitting the application via the online tool. Details see here: <https://eufarexx.wienholding.at/datenschutz.html> (also available in English <https://eufarexx.wienholding.at/privacy.html>)

Please note that the information submitted by the candidates and the selection process documentation might be shared with other departments of EU-Förderagentur GmbH, the Interact Monitoring Committee members, if requested, and the Interact Managing Authority, Programme Secretariat and Interact Offices.

For further information please contact:

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