



COMMUNICATIONS ASSISTANT

Reports to: Senior Communications Officer

Location: Madrid (Hybrid)

Duration: Temporary (Early August – 31 December 2025)

N.B. Applications will be assessed upon receipt; we therefore encourage early submission. Due to the high volume of applications received, ONLY successful candidates will be contacted.

OCEANA's Mission

We are a leader in [science-based advocacy](#), and we campaign for policies to make the world's oceans more [abundant, vibrant, and biodiverse](#). We operate as a combined international organisation. Through recent expansion, our talented staff consists of about 250 people, working in more than 12 countries, including scientists, communications, policy and advocacy experts.

When you work at [Oceana](#), you are part of an organization that changes people's lives by protecting the [oceans](#), improving food security and enhancing livelihoods. Whether you are contributing as a policy advocate, expert, fundraiser, or team member, you play a pivotal role in helping people achieve their goals every day. Our culture is one of talented people working together with a common purpose.

As an [Oceana](#) team member, you know that what you do matters. Join us today to protect the world's oceans and restore them to their former level of abundance!

The role:

The main purpose of this position is to support to Illegal fishing and transparency Campaign team:

- *Support the communications efforts of the illegal fishing and transparency campaign.*
- *Contribute to marketing strategies and coordinate with partner NGOs to help achieve the campaign's communication goals.*



The primary responsibility of the role is to support the communications work of the illegal fishing and transparency campaign at Oceana in Europe. The main tasks involve supporting the development of media materials such as press releases, social media content and visuals as well as the possible organisation of key media events for the campaign. It also includes the contribution to the development of marketing strategies that support the communication objectives set by the Senior Communications Officer and the Campaign Lead. Coordination and communication with partner NGOs will also be needed.

Main Responsibilities:

- Support the drafting of English-language communications materials such as press releases, opinion articles and website content.*
- Write blog posts for publication on Oceana's website.*
- Draft social media content to amplify the campaign's reach and support the publication of reports and factsheets.*
- Create basic visual assets such as social media tiles, GIFs, and short videos to support campaign messaging.*
- Support the Senior Communications Officer to generate media pressure on the need to prioritise action on illegal fishing and transparency at EU level.*
- Monitor, retrieve, and process media coverage related to the illegal fishing and transparency campaign in Europe.*
- Contribute to the organisation of a high level event with media presence.*
- Contribute to the coordination and smooth communication with partner NGOs.*
- Contribute to the development of communications and marketing strategies in line with goals set by the Senior Communications Officer and the Campaign Lead.*

Candidate Requirements

Education and work experience:

- a) A bachelor's degree in communications, Journalism, or a related field or equivalent professional experience.*
- b) A minimum of 1 year experience in a communications role, ideally as a "Communications Assistant" or in a similar position.*



Skills and knowledge:

- *Excellent command of the English language, both written and verbal. Additional European languages, particularly Spanish and/or French are a plus.*
- *Proficient in Microsoft Office; familiar with social media platforms, CMS, and basic photo/video editing.*
- *Good understanding of branding, marketing, and digital communications.*
- *Strong communication skills.*
- *Proactive, innovative, and solution-oriented; able to manage change and fast-paced environments.*
- *Self-starter with the ability to work independently, remain calm under pressure, and meet deadlines.*
- *Collaborative team player with a flexible, cooperative mindset.*
- *Excellent communication skills to interact with internal and external stakeholders.*
- *Strong writing skills across newsletters, social media, and web platforms.*
- *Confident with social media tools and trends.*
- *Highly organised and able to prioritise tasks effectively.*
- *Passionate about communications and cross-cultural engagement.*

Other Requirements:

- *Genuine interest in ocean conservation is a plus.*
- *Experience working with remote team.*
- *Experience in an international non-profit setting is an advantage.*

The above declarations are not intended to be an “all inclusive” list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job and are a reasonable representation of its activities.

Oceana is an **equal opportunity** employer and proud to provide equal employment opportunity to all job seekers. We are actively committed to ensuring that no individual is discriminated against on the grounds of age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.



If you are interested in this offer, please send us your updated CV and cover letter in English before 26th July 2025, midnight CET. Applications will be reviewed on a rolling basis, so better submit as soon as possible. Only candidates shortlisted for an interview will be contacted.

FUNDACION OCEANA is the Controller of the Data Subject's personal data and informs him/her that these data shall be processed in accordance with the provisions of Regulation (EU) 2016/679 of 27 April (GDPR) and the Organic Law 3/2018 of 5 December (LOPDGDD), for a legitimate interest of the Controller, providing the following information on the processing:

- *Purpose of the processing: to include the Data Subject in the personnel selection processes, analyzing the applicant's profile with the aim of selecting the best candidate for the Controller's vacancy.*
- *Legitimacy of the processing: unequivocal consent clearly indicated by the Data Subject.*
- *Data storage criteria: data will be stored for a maximum period of one year, after which the data will be erased, guaranteeing full respect for confidentiality both in the processing and subsequent destruction. To this effect, once this period has elapsed, and if you wish to continue participating in the Controller's selection processes, please send us your CV again.*
- *Updating data: in the event of any modification to your data, please inform us in writing as soon as possible to keep your data duly updated.*
- *Data disclosure: Your data may be communicated to third parties because it is necessary to achieve the purpose of the treatment, or by legal obligation.*
- *Rights of the Data Subject:*
 - *Right to withdraw consent at any time.*
 - *Right of access, rectification, portability and erasure of data and the limitation or objection to their processing.*
 - *The right to file a claim with the Spanish Supervisory Authority (www.aepd.es) if you consider that the processing does not comply with the current legislation.*

Contact information to exercise their rights: FUNDACION OCEANA. Gran Vía 62, 7 Izq. - 28013 Madrid. Email: Europe.Data@oceana.org