

Contract Type	Fixed-term contract (CDD)
Duration	12 months, December 2025 – November 2026
Location	Luxembourg
Reports to	Executive Director, Project Manager

About InFiNe

The Inclusive Finance Network Luxembourg (InFiNe.lu) is a dynamic network dedicated to bringing together key stakeholders to leverage Luxembourg's significant expertise in promoting financial inclusion globally. Founded in 2014 and supported by the Directorate for Development Cooperation and Humanitarian Affairs of the Ministry of Foreign and European Affairs, Defence, Development Cooperation and Foreign Trade, InFiNe serves as a bridge between public, private, and civil society sectors to advance affordable financial services for all.

Our 44+ member organizations include development agencies, financial institutions, private companies, government bodies, and NGOs, all committed to fostering inclusive finance as a key driver for poverty alleviation and sustainable development.

Position Overview

We are seeking a dynamic **Communications Officer** (M/F) to provide maternity cover for our Communication Manager from 1 December 2025 to 30 November 2026. This role is perfect for an autonomous communication project manager looking to gain hands-on experience in strategic communications within the international development and financial inclusion sectors.

Within a team of 3 people, the successful candidate will be responsible for implementing InFiNe's communications strategy, managing our digital presence, and supporting our overall mission to showcase Luxembourg's inclusive finance ecosystem globally.

Join us in advancing financial inclusion worldwide from the heart of Europe's financial center!

Website: www.infine.lu

Key Responsibilities

Communications & Content Creation

- Implement the digital communication plan to fulfill the pluriannual strategic plan
- Draft, edit, publish engaging content for InFiNe's website, newsletters, and social media
- Design and execute promotional campaigns to enhance visibility of InFiNe's key initiatives and maximize member engagement
- Manage media relations, draft press releases and materials for InFiNe's projects
- Curate industry news and member updates for regular communications
- Design, write and coordinate the monthly newsletter
- Maintain subscriber databases and manage distribution lists
- Manage InFiNe's LinkedIn and Youtube presence
- Monitor social media engagement and analytics

Events & Member Relations

- Provide support for monthly knowledge sharing events, workshops, networking events, and training sessions, and promote these initiatives to maximize attendance
- Coordinate with members for event participation and representation at local and international conferences/exhibitions
- Support the communications aspects of the European Microfinance Award (EMA)
- Maintain regular communication with network members
- Support member onboarding with welcome materials and resources
- Draft professional emails and correspondence with stakeholders

Publications & Brand Management

- Maintain brand guidelines and asset libraries
- Ensure brand consistency across all communications materials
- Work with graphic designers and external suppliers
- Support the development of visual content and infographics
- Support the creation of reports, publications, and promotional materials
- Create promotional materials to showcase InFiNe's project portfolio and impact

Operations & Team Support

- Assist with general office management tasks and organizational logistics
- Support administrative aspects of member relations and stakeholder coordination
- Maintain organizational files and documentation systems

Required Qualifications

- Bachelor's degree in communications, marketing, journalism, international relations, or related field
- 3+ years of relevant experience in communications, marketing, or project management
- Project management skills with ability to handle multiple initiatives simultaneously
- Familiarity with budget tracking and expense management
- Strong writing and editing abilities with attention to detail
- Excellent written and verbal communication skills in English and French
- Proficiency in digital communication tools: content management systems, social media platforms, email marketing tools, and MS Office Suite
- Basic graphic design skills (Canva, Adobe Creative Cloud)
- Strong organizational skills, proactivity and autonomy
- Ability to manage multiple administrative tasks while maintaining communication priorities
- Understanding of digital marketing and analytics
- Collaborative mindset and experience working with diverse stakeholders
- Experience in non-profit, NGO, international development, or financial services sector considered an asset

What We Offer

- Salary aligned with experience level and market standards
- An attractive package including lunch vouchers, health insurance, pension contribution
- Flexible Working (*based on your country of residence*): two (2) days of home office per week
- Network Access: Work directly with Luxembourg's leading inclusive finance ecosystem
- Diverse Experience: Exposure to government, private sector, and NGO stakeholders
- International Reach: Contribute to global financial inclusion initiatives

Application Process

Please submit the following in English:

1. Comprehensive CV/Resume
2. Cover Letter (maximum 1 page) explaining:
3. Portfolio (social media campaigns, newsletters, articles, etc.)

Before 15 October 2025, to admin@infine.lu