

TADA vzw/asbl – Communication Manager (a.i.)

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About the role

The Communication Manager is primarily **responsible for TADA's social media communication** and plays a key role in shaping TADA's external communication. Through strong, thoughtful content, you help translate TADA's mission and community into a clear and engaging public presence, while also overseeing PR and alumni communication.

Responsibilities

Social media

- Own the social media content strategy and editorial calendar across LinkedIn, Instagram, Facebook, and YouTube.
- Create, publish, and optimise engaging content tailored to each platform and audience.
- Increase awareness of TADA among the general public and potential donors.
- Track performance using analytics tools and adjust content and formats accordingly.

Content creation

- Create video and photo content from the TADA community for external communication channels.
- Work closely with the Internal Communication Manager to provide relevant input for the website and newsletter.
- Ensure consistency in tone, visuals, and messaging across platforms, in line with TADA's brand guidelines.
- Support and coordinate with TADA's departments to develop external communication in line with TADA's brand guidelines and vision.

Alumni communication

- Manage the content calendar and content creation for the closed Instagram alumni channel.
- Create communication around alumni activities on the alumni platform.
- Act as the main point of contact for alumni ambassadors who support the leadership and fundraising team at partner and networking events.

Press & media relations

- Handle press and media relations as one of TADA's representatives.
- Draft press releases and maintain the press list.

Profile

- You are **bilingual** or fully proficient **in Dutch and French**, with a good level of English.
- You have at least **3 years of experience managing social media**.
- You have experience **editing video content**.
- You have **excellent copywriting skills**, are creative, and have a strong sense of visual aesthetics.
- **You are proactive, well-organised**, and able to manage multiple projects independently, and are a collaborative & empathetic team player.
- **You share TADA's social mission** and are motivated to contribute to an impactful organisation.

What does TADA offer you?

- **A job with social impact**, within an organisation that makes a real difference and puts people at the centre.
- **A temporary full-time contract** (40h/week) from **01/04/2026 to 31/10/2026** (maternity leave replacement), with flexible working hours and the possibility to work partly from home.
- A role with room for **personal initiative and development**, within a stimulating and positive team.
- **A market-based salary with additional benefits**, including meal vouchers worth €8 per working day, hospitalisation insurance, contribution to commuting costs, and an allowance for your mobile phone and internet subscription.
- **A comfortable and inspiring workplace** (Porte de Namur, Brussels) with excellent IT equipment (iPhone, MacBook).

<https://www.tada.network/>