

Communications and Events Officer Job Description – September 2021

Brussels 2nd of September 2021

Communications and Events Officer

Full Time under a *Professional Immersion Contract* for one year

Are you a creative person with a passion for, and first-hand experience in, communications, design, public affairs and organising events? Do you want to be an active part of getting the EU on track to meeting its climate targets? Are you ready to work in a field that can make a tangible difference for our climate and society, which creates green jobs and improves the quality of the buildings in the European Union by increasing their energy efficiency? Will you also help local actors to better engage with EU institutions?

Then this job is for you!

EuroACE is recruiting a Communications and Events Officer to work on a wide range of communications and events-related activities. The successful candidate will work closely with all staff at the Secretariat and will be retained under a *Contrat d'Immersion Professionnelle* for a 12-month period, starting as soon as possible.

Job description:

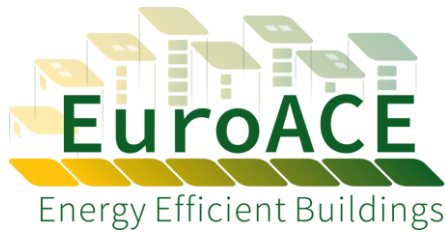
- Day-to-day execution of communication activities related to the work of EuroACE (with an emphasis on the Renovate Europe Campaign (REC)) including social media communications, preparation of videos and graphic designs for events, publications, infographics etc., website content management, maintaining press lists, coordinating with national REC partners etc.
- Assistance in the layout and publication of position papers and in advocacy work
- Assistance in the organisation of internal and external meetings/workshops/seminars and webinars for members, other stakeholders and EU officials: registration, meeting preparation, catering etc.
- Provide strong support to the Renovate Europe Campaign, assisting in all communications activities and events of the Campaign

The profile:

- Relevant background: communications and/or media-relations degree or work experience
- Skills in graphic design and video editing software highly appreciated (EuroACE uses *Adobe* products)
- Knowledge and experience in the use of social media communication tools
- Excellent organisational and time-management skills with a strong eye for detail
- High level of spoken and written English; knowledge of additional European languages a bonus
- A self-starter who is happy to work in a small team with limited supervision

The offer:

- To join one of Brussels' leading voices on energy efficiency at a crucial time in policy-making with the recently released Fit-for-55 package
- To develop knowledge and contacts in energy efficiency and beyond
- To grow with the role and expand your tasks based on performance and needs – we're a small team who all pitch in together
- Supported by the staff at the Secretariat and an active Board comprised largely of EU public affairs specialists
- An opportunity to learn about how to communicate in the EU policy arena



- Belgian *Contrat d'Immersion Professionnelle* for a 12-month period
- Starting date: as soon as possible

To apply for this position, please send your CV, a one-page cover letter and **three samples** of relevant graphic work that you have completed to eva.brardinelli@euroace.org **before 12h00 on Wednesday, 15th of September 2021** putting "*Communications and Events Officer Application*" in the subject line. First online interviews are planned for the week beginning 27th of September 2021.

Please note that **only candidates selected for interview** will be contacted and that EuroACE reserves the right not to appoint any applicant.

About us:

EuroACE – Energy Efficient Buildings is an association of Europe's leading companies involved with the manufacture, distribution and installation of a variety of energy saving products, equipment and services for buildings. The mission of EuroACE is to work together with the European institutions to help the EU to move towards a more sustainable pattern of energy use in buildings, thereby contributing to the EU's commitments on carbon emission reductions, job creation and energy security.

EuroACE is the legal entity behind the **Renovate Europe Campaign**, a very successful political communications campaign that is called for an 80% reduction in the energy-demand of the building stock in the EU by 2050. It is supported by 48 partners, 18 of whom are national partners. See: www.renovate-europe.eu

The **Secretariat of EuroACE** is based in Brussels and it acts as the interface between members and the EU institutions, as well as other stakeholders. More information about EuroACE can be found at: www.euroace.org.



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