



Communications & Policy Officer

EERA – European Energy Research Alliance

Description of the Mission

The European Energy Research Alliance (EERA) AISBL represents the largest low-carbon energy research community in Europe and worldwide. Bringing together more than 250 organisations from 30 countries, EERA has become the key actor in coordinating publicly financed European energy research and innovation and works in close cooperation with the European Commission.

EERA is looking for one officer to become part of the Secretariat and support its Communications and Policy activities. This is an opportunity for someone looking to grow professionally in an international and multicultural working environment while making a decisive contribution to the clean energy transition.

Key responsibilities

- Support the identification of key communication trends and stay on top of the topics in which the Secretariat is involved with the purpose of creating relevant content;
- Administer the EERA website (from a technical point of view) and update social media channels while monitoring related KPIs;
- Support the creation and dissemination of newsletters and other communications materials;
- Support the organisation of events, including drafting concept notes, contacting speakers, administration of participants, etc.
- Develop graphic material and support video making;
- Conduct policy monitoring through screening of specialised media and EU institution's websites;
- Support the drafting of advocacy material (e.g., position papers, statements);
- Support the analysis of new policies and institutional developments by preparing briefing notes, PowerPoint presentations, etc.

General requirements for the position

The candidate should

- Hold a Master's degree in Communication, Marketing, Languages or Political Science, European Studies, or International Relations;
- Have at least three years of working experience in a field related to the position;

- Master English, oral and written. The knowledge of an additional European language is considered an asset;
- Count with strong computer skills (Office Suite – including Teams and SharePoint), mailing platforms (e.g., MailChimp), content management systems (e.g., Wordpress or Joomla); graphic design tools (e.g., Canva); social media platforms (e.g. LinkedIn and Twitter), and Google Analytics;
- Strong understanding of the EU institutions;
- A genuine interest in low-carbon energy research and sustainability;
- Excellent organisational, prioritisation, communication, and teamwork skills;
- Strong eye for detail and sense of quality;
- Ability to work autonomously and show initiative;
- Must be legally entitled to work in the EU.

Terms of the contract

- Open ended contract (contrat à durée indéterminée) under Belgian law
- Competitive salary package in line with experience and credentials, together with a highly stimulating international work environment.
- Work Location is 72, rue de Namur, 1000 Brussels
- Starting date is as soon as possible

Application Process

Please send your CV and a short motivation letter - no more than 1 page – stating how this role matches your professional profile. As a subject of the email, please explicitly include the sentence "**Communications and Policy Officer vacancy**". Both documents should be in English and in PDF format. They should be sent to the attention of Ms Rosita Zilli at r.zilli@eera-set.eu by **7th February 2023 EOB**.

We encourage early applications. The selection of the candidate will be based on the merit principle and be made **on a rolling basis**. As such, EERA reserves the right to close this call earlier than stated above. The information provided by the candidates in their application is collected solely for the purpose of the selection procedure and the recruitment process.