



Association Européenne pour l'Information  
sur le Développement Local a.s.b.l

## Communications Officer

AEIDL seeks a reliable and efficient Communications Officer to assist and report to the Communication department.

### Who we are:

AEIDL's goal is to support the establishment of a Europe made by citizens for citizens, taking into account the unique social, economic, cultural and environmental aspects of each territory, in a process of sustainable development, based on equal opportunities and partnership.

AEIDL is routinely involved in projects aimed at bringing Europe closer to its citizens, promoting interaction between citizens and civil society organisations, and promoting intercultural dialogue. AEIDL engages in EU projects that are aligned with its organizational values. Among others, AEIDL provides technical support and assistance for European-level communication activities for the LIFE programme through the **LIFE Communications and Events Team**. This primarily involves the dissemination of the results of supported projects and facilitating the transfer of experience and know-how to specific target groups. AEIDL is responsible for a variety of specific tasks, including the production and dissemination of thematic publications and best practices, the design and maintenance of the LIFE website and databases, and the organisation of and participation in a wide range of events. In addition, AEIDL leads communication, dissemination and engagement activities in several EU-funded projects related to rural development, integration of migrant communities, environment, etc.

### What we are looking for:

A reliable, efficient, well-structured and highly organized **Communications officer** who is able to plan and organise his/her involvement in multiple projects at the same time.

You're a proactive team player who isn't scared of stepping in to support your colleagues. You have minimum 3 years of communication and networking experience at EU level, preferably in an EU institution, NGO, consultancy or stakeholder organisations.

This is a fulltime, Brussels-based role, dealing mainly with the LIFE Communications and Events Team and a number of EU funded projects such as DESIRA (Digitisation: Economic and Social



Impacts in Rural Areas) and SHERPA (Sustainable Hub to Engage into Rural Policies with Actors).

**What we offer:**

A challenging and motivating role with an attractive remuneration based on experience, and the possibility to work within a dynamic and multicultural team in the heart of Brussels.

**Key tasks include:**

- Assisting in the organisation of medium and large-scale events, including speakers contact, drafting programmes, logistical coordination, promotion of events, shipping of brochures, etc.
- Developing and implementing communication, dissemination and engagement strategies, which include tasks related to news, newsletters, social media, website, workshops, etc.
- Contributing to producing and editing activity reports.
- Overseeing, recording and updating budgets for events and mission expenses.
- Execute any other organisational and administrative tasks as needed.

**Professional attributes:**

- Personal interest and motivation about rural development, environment, migration and other relevant topics.
- University degree in Communications and PR, marketing, or related disciplines.
- Fluency in English, with proven writing skills; knowledge of additional languages is welcome.
- Previous experience in EU funded projects and in event organisation is considered a strong asset.
- Excellent analytical, planning and organisational skills.
- Ability to multitask and work under pressure, within tight deadlines.
- Committed and flexible team player, able to work in a multi-national environment, to deliver on short notice, and to multitask.
- Excellent IT knowledge (Excel, Power Point, Photoshop, InDesign, etc.).
- Experience in website content management systems and social media, and ability to build state-of-the-art communications is desirable.
- Outgoing personality.



**To apply for this position:**

Please send your CV and a cover letter explaining your motivation and how you match the job description to: [hr@aeidl.eu](mailto:hr@aeidl.eu) with following ref. in the subject line: **HR/CO-0819**.

Incomplete applications will not be considered.

Closing date: **6 September 2019**.

Please note that only shortlisted candidates will be contacted after the closing date.

*The personal data contained in applications sent in response to job offers are collected and recorded by AEIDL's HR/KM departments in accordance with the General Data Protection Regulations concerning the protection of personal data. These data will be processed by authorised persons only to be able to assess your application for potential recruitment and will be kept for the time necessary to achieve this purpose. You may request access to your personal data and, if necessary, have them corrected. You also have the right to have them deleted, transferred, request a limitation of their processing or to object to it.*

*These various rights can be exercised by contacting the following address: [privacy@aeidl.eu](mailto:privacy@aeidl.eu).*