



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



Communications Assistant. Brussels, Belgium

AEIDL seeks a well organised, professional and pro-active Communications Assistant for the Communications Team of the LIFE programme. The successful candidate will have communication experience and administration in a communications setting. An interest in environmental and sustainability issues is preferable. The successful candidate should have a good command of English and French.

LIFE is the EU's financial instrument for the environment, nature and climate action. AEIDL performs this task as part of the European Economic Interest Group, 'NEEMO EEIG'.

NEEMO EEIG is responsible for the monitoring of LIFE projects (LIFE Action grants) and of NGOs that receive funding from the LIFE Programme (LIFE Operational Grants). The NEEMO team also deals with communication aspects of the LIFE programme.

Job identification

Position	Communications Assistant
Leading structure	NEEMO EEIG
Department	Communications
Location	Brussels, Belgium
Status/contract	0.8-1 FTE / 12-months contract
Salary conditions	Upon experience
Supervised by	Communications coordinator, Neemo LIFE team
Start date	As soon as possible.
Experience	3+ years' experience in administration preferably in a communications environment.



Task description.

- Checking time sheets from comms agencies / subcontractors
- Assist with task tracking (operational and financial), ensuring that the comms task planner is kept up to date
- Support consortium and agency contract managers with invoicing control, claim forms, etc
- Assist with regularly evaluating each communication activity according to KPIs
- Coordinate input for quarterly and progress reporting (using KPIs / standardised reporting metrics)
- Distribute, collect and compile administrative and operational documents for the client(s), and contract managers
- Support to weekly comms team meetings (including keeping minutes)
- Maintain contact lists across client and consortium
- Prepare (collect, compile, format, print) various types of documents (compilation of data, reports, feedback surveys, etc.)
- Provide administrative support to comms team members
- Support with ad hoc tasks, for example sending promotional material (roll ups, leaflets, flags, etc) to events, mailing publications to distribution lists
- Support for events, such as, setting up registration, welcome desk, disseminating surveys and collecting feedback, booking venues
- Setting up and maintaining shared file systems accessible to distributed comms team and to the client
- Familiarity and / or access to with main databases (Butler, LTDory, Beluga) and able to support CT requests for searches / information retrieval is an asset.

Application process

Completed CVs in EUROPASS format should be sent to LIFE-jobs@AEIDL.eu with the subject title "Communication Assistant" **Closing date: 14th July 2020, 5pm**. It is expected that interviews will take place starting **17th July 2020**.