

## EuroACE Offer – Communications & Events Officer

EuroACE is seeking to recruit a **Communications & Events Officer**, for a **period of about one year (May 2019 to end March 2020)**

This vacancy is an opportunity to develop (practical) expertise in communications activities and event management on sustainability topics, in an English-speaking environment, and within a small, busy and multinational team.

### **Activities will include:**

- **Event Management:**
  - Supporting EuroACE and the Renovate Europe Campaign in the preparation and organisation of:
    - \*\* **External events**, in Brussels (for example, at the EU Sustainable Energy Week, events in the European Parliament and Renovate Europe Day events). Also workshops in other EU countries (for example, Germany, the Netherlands and Slovenia)
    - \*\* **Internal events** for our members (Business Day, Plenaries, Work Groups etc.)
- Typical tasks include relationship management with speakers and participants, organisation of practicalities (rooms, catering, registration of participants, travel), communication on social media and website updating.
- **External Communications:**
  - \*\* Manage (daily) communications on **social media** (Twitter, LinkedIn)
  - \*\* Updating the **websites** (WordPress) of EuroACE and Renovate Europe when needed
  - \*\* Helping in disseminating **Press Releases** (MailChimp, liaising with journalists)
- **Internal Communications:**
  - \*\* Supporting the team in writing Newsletters to members and partners
  - \*\* Membership Management: responding to members' requests for information
- **Administration:**
  - Some small tasks related to financial matters, preparation of PowerPoint presentations, managing lists of contacts and other varied tasks as the need arises

### **How to apply?**

If you are a **young graduate** with:

- A strong interest in European affairs and energy & climate issues
- Some experience in event management and organisation
- Some experience with designing and running social media strategies
- Knowledge and ability of website management (ideally WordPress)
- Good communications and graphic design skills (ideally on Adobe products)
- Fluency in written and spoken English (having another EU language is highly desirable)

You should apply with your **CV and cover letter** to [adrian.joyce@euroace.org](mailto:adrian.joyce@euroace.org) by **Monday 22<sup>nd</sup> April at 18h00**. Please put *Communications and Events Officer* as the subject of the e-mail. Please also indicate when exactly you will be available to take up the post, if successful.

EuroACE will only contact candidates that it intends to interview and will conduct interviews on Tuesday 30<sup>th</sup> April 2019. EuroACE reserves the right not to fill this vacancy and/or to issue a fresh call for applicants, if needed.

## For further information

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## About EuroACE

EuroACE represents Europe's leading companies involved with the manufacture, distribution and installation of energy saving equipment, products and services for buildings. EuroACE members employ around 286,000 people in these activities in Europe and have around 1,200 production facilities and office locations. The mission of EuroACE is to work together with the EU institutions to help Europe move towards a more efficient use of energy in buildings, thereby contributing to Europe's commitments on climate change, energy security and economic growth.

## EuroACE Members (January 2019)

