

VACANCY ANNOUNCEMENT
COMMUNICATION AND RESEARCH ASSISTANT
BRUSSELS, BELGIUM

The European Roundtable on Climate Change and Sustainable Transition is seeking a junior officer for a communication/visibility and research role.

RESPONSIBILITIES

- Create content on behalf of the ERCST with input from the Executive Director and the ERCST team.
- Create regular social media posts highlighting news, events and publications.
- Coordinate press-releases and associated media launch.
- Enhance visibility and engagement through campaign analytics, SEO, contacts with media, etc.
- Ensure digital media archives are up to date and accessible:
 - Maintain media archives, databases and web interfaces
 - Update and maintain distribution lists
- Liaison with stakeholders, business associations, environmental NGOs.
- Liaison with media, journalists.
- Perform other duties and provide support to meetings and events as required.

REQUIREMENTS

- Educational background in EU affairs, communications, political science or similar.
- Interest in climate change policy, market approaches and international climate change negotiations.
- Native level of written and spoken English, proficiency in other languages will be considered as an advantage.
- Experience with an international environment and multi-stakeholder process.
- Excellent planning and organisational skills, with ability to work under pressure, meet deadlines and solve problems at pace.
- Thorough proficiency in content creation and management tools (Adobe Creative Cloud, Canva, WordPress, MailChimp, Hootsuite, Cision, Google Analytics).
- Minimum 1 year of working experience.
- Well-organised, with attention to detail.
- Authorisation to live and work in Belgium.

Start date: Interviews will be conducted as applications are received. Contract to start upon selection of suitable candidate.

Duration: Initial six-month full-time contract, with the potential to extend/evolve.

Compensation: Competitive remuneration, depending on the level of experience and background of the candidate.

Workplace: ERCST offices are located in the EU quarter in Brussels, easily accessible by public transport.

If you are interested, please send your CV and a 1-page cover letter to the attention of Mr. Andrei Marcu, Executive Director, to ercst@ercst.org and mention “Communication and Research Assistant - first name last name” in the subject line.