

VACANCY ANNOUNCEMENT
**COMMUNICATION AND OUTREACH JUNIOR OFFICER
OR COMMUNICATION AND OUTREACH INTERN**
(DEPENDING ON QUALIFICATION)
BRUSSELS, BELGIUM

The European Roundtable on Climate Change and Sustainable Transition has an open position for Communication and Outreach Junior Officer or Communication and Outreach Intern (status will be defined according the qualification of selected candidate).

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 Microsoft 365 Programms and content creation and management tools (Adobe Creative Cloud, Canva, WordPress, MailChimp, Hootsuite, Cision, Google Analytics).
- Minimum 1 year of working experience (in case of application for employment contract) or having completed the studies (for internship contract).
- Well-organised, with attention to detail.
- Authorisation to live and work in Belgium.

Start date: Interviews will be conducted as applications are received (only shortlisted candidates will be notified and contacted). Contract to start upon selection of suitable candidate.

Duration: Full time open-end contract or six months internship contract (with a potential for employment).

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 Junior Officer / Intern - first name last name" in the subject line.