

EUREC is recruiting a Communications Manager.

About us

EUREC is the Association of European Renewable Energy Research Centres. Our members (research laboratories from across Europe) perform research in solar energy, wind, bioenergy, concentrated solar power, eco-buildings, energy networks and many other related technologies. EUREC's communications are directed at EU policymakers, our members, the press, students and the general public.

You would be joining a team of six full-time staff based in and around Brussels that enjoys teleworking 3 or 4 days per week. Our office is at 2 Pl du Champ de Mars, 1050 Brussels. Our working language is English.

Tasks

- Produce brochures, flyers, newsletters, Tweets, Linked In postings, videos and similar
- Lead communication & dissemination work packages and tasks in concurrent Horizon 2020-funded projects
- Connect news from the EU or external projects to our work
- Write short articles for newsletters
- Set up virtual events (webinars); input to the organisation of face-to-face events
- Attract readers, followers and website visitors
- Derive insight from analytics connected to communications campaigns
- Recommend ways to raise the visibility of EUREC, its members and its projects

Your technical skills

- **Language:** Excellent verbal and written English. Knowledge of French to a level that lets you transact with local suppliers is an advantage.
- **Copywriting:** writing high quality, accessible content for a range of different audiences, publications and channels.
- **Planning communications campaigns**
- **Digital and social media:** Wordpress websites, Twitter, Linked In, Mailchimp, YouTube
- **Graphic design** with desktop publishing software [InDesign, Illustrator, Photoshop]
- **Video production:** script writing, video production and editing [Adobe Premiere Elements]
- **Press relations:** Ability to draft concise press releases, maintaining and updating press lists.
- **Total confidence** in Microsoft Word, Outlook and comfortable with Excel.

Your personal attributes

- **Holder of university degree or diploma** in a relevant subject
- **2 years' experience**
- **Juggler of tasks:** work on several tasks with different priorities and deadlines simultaneously
- **Excellent organizational skills:** you track and plan your work thoroughly
- **Cool headed under pressure**
- **Able to work independently** (nb our teleworking)
- **Meticulous:** able to quickly detect and correct imperfections in layout, design or text
- **Flexible and willing to learn**

Nice-to-have

- **Experience with European Commission-funded projects**, specifically around reporting and project management
- **Experience in costing** a multi-year communications campaign in the range of tens of thousands of EUR
- **Familiarity with the energy or research sectors**
- **Experience in organizing face-to-face events for over 50 people**

Salary and benefits

3200 EUR gross monthly salary. Employed as employee of EUREC under Belgian law. 13.9 salaries per year. Salaries indexed to inflation per "[Commission paritaire 200](#)" rules "Tickets restaurant". "Assurance groupe". Contribution to local commuting costs. 32 days holiday per year + Belgian bank holidays assuming full time 8-hour working day, previous employment history in Belgium. The contract will be a CDI ("contrat de durée indéterminée").

Application process

Send CV and max 1-page covering letter to the Secretary General, Greg Arrowsmith (arrowsmith@eurec.be) by 3 Nov 10 pm CET, subject line "Application Comms Manager EUREC". Applications will be assessed as they arrive, so apply early if you are keen. Please include hyperlinks in your covering letter or CV to specific examples of your work relevant to the tasks above. Receipt of complete applications will be acknowledged.

Shortlisted candidates will be contacted for a one-hour exercise related to the tasks listed above that may be done remotely. An interview will follow. Candidates that reach the interview stage may ask for feedback on their application.

Starting date

Asap.