



COMMUNICATIONS OFFICER - MATERNITY LEAVE COVER VACANCY

ROLE DESCRIPTION AND PURPOSE

Eurosif has the opportunity to offer a placement of up to 6-7 months focusing on communications. Working directly with the Executive Director, this Brussels-based role will bolster the communications capacities during the maternity absence. Starting date mid to end April 2023.

We welcome applications from both experienced professionals as well as from junior professionals who wish to develop their career in the EU affairs environment in Brussels. Depending on the level of experience, we will offer either an interim employment contract or an internship contract (convention d'immersion professionnelle - CIP).

This is a full-time position based in Brussels, with a possibility to work some days remotely.

KEY RESPONSIBILITIES

- Manage social media activity in collaboration with the Executive Director and policy-focused colleagues;
- Update the Eurosif website;
- Manage the production and dissemination of a podcast series with EU policy makers and leading experts in financial services on sustainable finance topics;
- Prepare the monthly Eurosif newsletter, including intelligence on EU sustainable finance developments, news from members and other relevant topics;
- Provide support regarding editing of various documents and PowerPoint presentations;
- Develop visuals and promotional materials to support advocacy and research work and promote the organisation externally;
- Draft press releases and other communication contents aimed to amplify Eurosif's messaging and positions;
- Facilitate contacts with journalists and maintain up-to-date media/stakeholder distribution lists;
- Press screening for Eurosif being quoted and for articles of interest to our organization;
- Support organisation of events/webinars;
- Develop graphic layouts / designs for reports and other documents, as necessary, based on the existing Eurosif template;
- Support the Executive Director in sponsorship development, including regarding development of promotional materials;
- Assist in other tasks on request.

ROLE REQUIREMENTS

- University degree in communication or political sciences.
- Proficiency in English and excellent writing skills are essential for this position. Additional EU languages will be an asset.
- Proficiency in Microsoft Office Package (PowerPoint, Excel, Word, Ms Teams, etc.);

- Experience with using the Adobe Photoshop and Adobe InDesign for graphic design is a plus.
- Hands-on experience with social media (LinkedIn, Twitter, YouTube).
- Experience or at least familiarity with methods, tools and main principles of internal and external communication.
- Experience or at least willingness to learn Wordpress for website editing, and software for recording, editing and dissemination of podcasts.
- Experience or at least interest in sustainable finance.
- Interest in EU affairs and good understanding of the EU decision-making process.
- Flexibility and can-do attitude.
- Ability to work collaboratively and autonomously while managing multiple priorities with strong attention to detail and producing high-quality work.
- Well-organised, professional and reliable.
- The right to live and work in Belgium.

What we offer

- If you apply to be considered as an Interim Communications Officer, we will offer a 6-7 month fixed term contract in accordance with your experience.
- If you apply for this opening as an Intern, we will be pleased to offer a CIP of 6-7 months duration through Bruxelles Formation.
- Opportunity to work in a dynamic international team, and a growing organization.
- A friendly working environment.

Application process

Please send your application entitled “Communication Officer”, including a CV and a cover letter / email, by **Monday 3 April 2023 COB to contact@eurosif.org**. Please note that only complete applications will be considered.

About Eurosif

Eurosif is the leading European association for the promotion and advancement of sustainable and responsible investment across Europe. Eurosif’s membership is comprised of Europe-based national Sustainable Investment Fora (SIFs). Each of the SIFs has a broad and diverse membership including asset managers, institutional investors, index providers and ESG research & analytics providers.

Main activities of the organization involve:

- actively contributing to the EU public policy and regulatory developments in the area of sustainable finance;
- conducting research that enables a better understanding of sustainable investment and the obstacles encountered by sustainability-oriented investors;
- promoting best practices in sustainable investment;
- helping develop national sustainable finance fora across Europe.

Eurosif has the premises in the EU quarter in Brussels. The team is small but international and composed of motivated and friendly professionals who care about the sustainable development.