The Climate Alliance European Secretariat (Brussels Office) is seeking a

**Communication officer**

to join its highly motivated and multilingual Brussels team. The position is focused on communication tasks pertaining to the newly established Energy Poverty Advisory Hub (EPAH).

**Our ideal candidate**

Climate Alliance is looking for an all-round **Communication officer** to support the Energy Poverty Advisory Hub and take the lead on its communication activities under the guidance of the overall Project manager.

As communication officer you will mainly work within the newly established *Energy Poverty Advisory Hub* of which Climate Alliance is the lead partner. The activities are primarily related to external communication such as creating new website content, updating social media, creating and design of publications as well as event planning of large international events and smaller workshops.

**Description of desired results**

The overall objective of the position is to promote, disseminate and maximise the impact for the Energy Poverty Advisory Hub, together with the project manager. More specifically:

- Write and deliver a detailed communication strategy for the Energy Poverty Advisory Hub;
- Organise events (meetings, workshops, conferences) in Brussels and other Member States ranging from local to international decision makers as target audience;
- Contribution to expert publications including writing and editing activities;
- Coordination and managing of the whole Social media presence of the EPAH, including the monitoring of impact
- Media monitoring and press contacts for the project

**Role description**

Your role will be integrated within the Energy Poverty Advisory Hub team, and the general Climate Alliance Brussels team. Furthermore, you will join the Climate Alliance team of communication experts across the Brussels office and the HQ located in Frankfurt to build the presence of the Climate Alliance.

Apart from the above-mentioned tasks, we provide good room for incorporating your particular communication experiences and interests to make to most of your skills. This both counts internal and external communication.
SELECTION CRITERIA

ESSENTIAL REQUIREMENTS

You should have:

Study & experience:

● Between 3 and 5 years of relevant communication experience, preferably in the field of climate and energy and/or urban socio-economic challenges
● Experience in event planning and management
● Experience working in an international environment, particularly working across different cultures and languages
● A master degree in relevant field (e.g. Communication studies, Journalism, PR). Applicants with interdisciplinary study background are encouraged to apply

Technical skills & knowledge:

● Experience of working with Newsletter applications (e.g. Mailchimp, Mailjet, Newsletter to go, etc.);
● Website development and knowledge or being at ease with content management systems (Drupal, Type03, Joomla or similar);
● Design skills, especially with the Adobe Suite (InDesign, Photoshop);
● Development of Microsoft Templates (Word, Excel and Power Point).

Personal skills & skills profile:

● Systemic as well as an out-of-the-box thinker.
● Dynamic and pro-active; quick-starter, able to work independently as well as part of a team;
● Excellent organisational skills, high attention to details and ability to multitask;
● Fluency in spoken and written English also for review of written material for editorial purposes
● Motivated to work with local authorities, networks of cities and NGOs on climate action

ADVANTAGEOUS

● Knowledge and experience working on energy poverty
● Experience in working with or in a city network
● Any other EU languages are considered as an asset

TERMS

Contract
The contract will be made between the individual and Climate Alliance under the Belgian law. The corresponding assignment is based on a 2-year full-time contract (with a possibility to be extended / converted into a permanent position) starting as soon as possible. Climate Alliance offers a benefits package (incl. paid leave / ‘pécule de vacances’, DKV Medicare & lunch vouchers) and a positive, friendly and flexible working environment.

Location
Climate Alliance | Brussels Office
Mundo-Madou | Avenue des arts 7/8 | 1210 Bruxelles | Belgium
Application
Applicants must have the legal right to be employed in Belgium.

To apply, please send (in English):
- motivation letter addressing the requirements and desired results for this position (1 page)
- your CV including at least two reference names (2 pages max)
- a publication or published text (article) in English you have recently authored

to: career@climatealliance.eu

Closing date for applications: 12 February 2020

Only short listed candidates will be contacted.
The position will be filled as soon as a suitable candidate is found.

CLIMATE ALLIANCE

Climate Alliance is a non-profit association uniting local authorities and indigenous rainforest peoples in their efforts to mitigate climate change. With some 1,850 members spread across 27 European countries, Climate Alliance is the world’s largest city network dedicated to climate action and the only one to set tangible targets: each member city, town and district has committed itself to reducing greenhouse gas emissions by 10 percent every 5 years. Recognising the impact our lifestyles can have on the world’s most vulnerable people and places, Climate Alliance pairs local action with global responsibility. The network runs awareness raising campaigns, develops tools for climate action planning and fosters cooperation with indigenous peoples. Additional work goes into management of the EU initiatives such as the Covenant of Mayors, and the newly established Energy Poverty Advisory Hub, in close collaboration with the European Commission as well as communication and policy work. climatealliance.org

The Energy Poverty Advisory Hub

Climate Alliance is responsible for the overall coordination of the Energy Poverty Advisory Hub. Building on the work of the Energy Poverty Observatory, the Hub will be a service platform for local authorities and will provide direct support, learning material, networking and events as well as a compilation of material and data relevant for alleviating energy poverty in the EU. EPAH will reports to the European Commission Directorate-General for Energy and closely cooperate with other European Commission services and other EU institutions as necessary. Energypoverty.eu