



**COMMUNICATION OFFICER – FEDARENE**  
**(European Federation of Agencies and Regions for Energy and the Environment)**  
Brussels, Belgium

The European Federation of Agencies and Regions for Energy and Environment (FEDARENE) is a leading European network of regional energy agencies. We facilitate the development of interregional partnerships and projects, promote the regional dimension in debates on sustainable energy and the environment, and help regions develop their capacity to take action for the energy transition. We offer a position with responsibility and focus on EU project activities within a well-established European association (30+ years), representing members from 20+ European countries and active in one of the most strategic areas of current European politics.

**Your main mission:**

Implement the communication activities in several European projects in which FEDARENE is involved as a project partner and support the team with the overall communication and promotion of the network

Tasks include (but are not limited to):

- Define and implement the communication, dissemination and exploitation strategy of EU-funded projects
- Write articles, best practices, reports
- Design brochures and communication materials
- Update the website content of several projects
- Manage social media accounts of several projects
- Video editing
- Organise & facilitate capacity building workshops, webinars, conferences
- Liaise with subcontractors (website developers, video professionals, translation companies, interpreters)
- Coordinate the completion of deliverables of the project team for efficient and on time delivery
- Administrative and financial management, reporting & monitoring, communication with project partners

**Preferred education & experience:**

Degree in a relevant field (e.g. communication, marketing, graphic design... )

Experience in the implementation of EU-funded projects

At least 2 years of experience in a similar role including:

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Tel +32 2 646 82 10  
[www.fedarene.org](http://www.fedarene.org), [fedarene@fedarene.org](mailto:fedarene@fedarene.org)



- Experience in the implementation of EU-funded projects (Horizon 2020, Interreg, LIFE...),
- Experience with the EU scene and institutions, ideally in the field of sustainable energy and the environment

### **Employee Profile**

Required skills:

Ability to understand technical or political issues and to translate them for a broader public understanding.

Strong communication and analytical skills

familiar with the Adobe Creative Suite tools or similar.

Ability to work with a high level of initiative and autonomy when required and to prioritise tasks

Ability to work cooperatively in a team environment

Fluency in spoken and written English

Other EU languages at a C1 minimum level would be an asset especially French

### **Our offer**

→ Full-time employment in our office in **Brussels** (you will be required to come to brussels several days a week) - (contract under the Belgian Law). Initial contract of 12 months.

→ A benefits package (lunch vouchers, ecocheques, extra holidays, mobile phone subscription..)

→ A positive working environment in an extremely dynamic domain.

→ Opportunities to travel in Europe for professional purposes.

### **Application**

Please send to [elodie.bossio@fedarene.org](mailto:elodie.bossio@fedarene.org), by January 14, 2022 with subject : project officer

→ Curriculum vitae in English

→ A cover letter

Applicants must have the legal right to be employed in Belgium.

Only shortlisted candidates will be contacted. Interview will be conducted end of January for a contract starting at the latest on March 1, 2022.