

Communications Officer

Bioenergy Europe is recruiting a **Communications Officer** to support the daily work of the Advocacy department and develop its strategic communication.

Founded in 1990, Bioenergy Europe is a non-profit, Brussels-based organisation active at EU level. Bioenergy Europe's mission is to develop a market for sustainable bioenergy and ensure favourable business environment for its members. Bioenergy Europe holds a strong position in the bioenergy sector and brings together approximately 40 national bioenergy associations and over 157 private-sector companies from all over Europe. More information at www.bioenergyeurope.org

Tasks and responsibilities

You will work within Bioenergy Europe's Advocacy department under the supervision of the Policy Director and will be responsible for the coordination of the communication work. You will have the opportunity to cooperate with the rest of Bioenergy Europe's team and assist other departments.

You will be responsible for the following tasks:

- Draft, edit and deliver press releases, articles and other relevant materials for internal (members) and external uses (position papers, media relations, etc.)
- Editing and proofreading: turning complex ideas into a clear, fluid, and faultless language
- Develop creative content for internal and external communications, and core messages for the team/policy area/project communication
- Administrate Bioenergy Europe's social media channels by producing high-quality and creative content for Twitter, LinkedIn, Instagram, and YouTube
- Respond to and coordinate media inquiries by journalists and other stakeholders, whilst building lasting relationship with the media, monitoring and reporting on press coverage
- Support the execution of advocacy campaigns and proactively identify opportunities, develop and pitch stories to media outlets
- Support the implementation of the association's overall communication strategy and contribute to strategic discussions within the advocacy team

Profile

- Relevant degree (Communications; Journalism; Public Affairs, Environmental Sciences)
- 3-5 years of relevant professional experience; previous experience in a trade association and/or EU affairs is required
- Excellent command of English is a must; other EU language is an asset. Strong written and oral communication skills are required
- Attention to details, highly organised, task-orientated
- Knowledge of social media tools and understanding of corporate use of social networks (creating engaging and appropriate content)
- Good IT skills/familiarity with Adobe Suite, content management systems (Joomla and WordPress), and email marketing services (e.g. MailChimp) is a plus
- Ability to think creatively with an understanding of visual communications tools.
- Understanding of the European media and the political landscape
- Team player with a positive attitude, self-starter, sociable and reliable

What we offer

- Full-time job in Brussels (earliest possible start time)
- Competitive salary under Belgian law contract depending on the experience, with additional employee benefits (transport refund, meal vouchers and more)
- Friendly and flexible work environment with a young, dynamic and multicultural team
- Hands-on experience in EU advocacy work and energy and climate related topics.

If you are interested in the advertised position, please submit your CV and letter of application in English as a PDF [here](#). Only candidates selected for interviews will be notified by email. Candidates will be selected on a rolling basis.