



### **Communication officer (H/F)**

ERTRAC (European Road Transport Research Advisory Council) and EGVI (European Green Vehicles Initiative Association) are looking for an external support of their communication activities (office support based on the strategy define by Board members' of the associations).

Applicants must preferably be self-employed, but a standard contract (2 days per week) could be considered.

#### **Responsibilities:**

- Implementation of the communication strategy defined by the Executive group.
- Regular update and maintenance of websites (events, news, etc.)
- Edition and dissemination of newsletters and press releases
- Social media set-up and community management (LinkedIn, Twitter, etc.)
- Support to the internal communication between the Brussels office, the Executive Group and the members of the associations.
- Support to meeting organisation (preparation and on-site)
- Support the development, design and layout of communication materials (press releases, infographics, flyers, layout of PowerPoint presentations etc.)
- Support the communication towards the EU institutions (European Commission, European Parliament)

#### **Profile:**

- A relevant degree in communication; Computer literacy, familiar with HTML and website maintenance; Familiar with digital tools and social media
- At least 2 years of relevant experience in the European environment, possibly more
- Ability to work autonomously and on own initiative;
- Excellent English, ideally also French and German;
- Knowledge of the EU institutions, transport and research policies being an asset.

This position would begin in December 2016/January 2017.

If you are interested and meet our profile, please send your CV and references by email to [info@egvi.eu](mailto:info@egvi.eu) and [info@ertrac.org](mailto:info@ertrac.org) by 11<sup>th</sup> November at the latest.

Please note that only selected applicants will be contacted.