

Position: Communication Trainee

Start: October 2023

Duration: 1 year (*Paid position*)

Application deadline: 25 September 2023

The European Fuel Manufacturers Association, is looking for a Communication Trainee to support FuelsEurope & Concawe internal and external Communication activities.

Who are we?

The European Fuel Manufacturers Association (based in Brussels) currently represents the interests of 39 companies manufacturing fuels in the EU. The Association comprises two divisions:

- FuelsEurope which represents the industry with the EU Institutions, and aims to promote economically and environmentally sustainable manufacturing, supply and use of fuels in the EU, by providing input and expert advice to the EU Institutions, Member State Governments and the wider community, thus contributing in a constructive and proactive way to the development and implementation of EU policies and regulations.
- Concawe whose mission is to conduct research programmes to provide impartial scientific information in order to improve scientific understanding of the environmental health, safety and economic performance aspects of both fuels' manufacturing and the distribution and sustainable use of fuels; Assist the development of cost-effective policies and legislation by EU institutions and Member States; Allow informed decision making and cost-effective legislative compliance by Association members.

What do we offer?

- One year internship in the form of a "Convention d'immersion professionnelle "
- Monthly salary of 1200 € and the reimbursement of the public transport in Brussels
- International and dynamic multicultural environment
- Opportunity to develop your professional experience and maintain regular contacts with our counterparts in the oil industry and the EU institutions

What do we expect from you?

General responsibilities

- Support the Communication Director & Communication Manager
- Contribute to the coordination of partnerships & events
- Contribute to internal and external Communication for FuelsEurope & Concawe
- Produce written materials for internal and external digital use
- Support the management of the Association online channels (social media and websites)

Specific responsibilities

- Sponsorship
 - ✓ Coordination with external suppliers
 - ✓ Support in logistics for partnerships & events
 - ✓ Help in developing marketing material
- Online communications
 - ✓ Support the management of all social media channels (Twitter, LinkedIn, Facebook, YouTube)
 - ✓ Update the association's websites
- Internal & External meetings
 - ✓ Contribute/coordinate with external agency the preparation of communication material
- Internal & External publications
 - ✓ Contribute to the content of internal and external publications (i.e. Statistical report, Newsletters....)

What is your professional profile?

- **Education & Experience:**
 - You have a degree in communications, marketing, political science or similar
 - You are computer literate (proven experience in MS Office)
 - Experience in working with social media is a plus
 - Experience with Wordpress and Mailchimp is a plus

- **Skills & Competencies**
 - You demonstrate a strong interest for EU politics
 - You have an excellent command of English (written and spoken)
 - You have a can-do attitude
 - You demonstrate strong organisation and time-management skills
 - You are flexible and team oriented
 - You have the permit to work in the EU

What is your report line? You will report to the Communication Director

To apply, please send your CV and motivation letter to: recruitment@fuelseurope.eu mentioning "Communication Trainee" in the subject of your e-mail.

*By applying for this vacancy, you agree that we use your personal data for recruitment purposes only.
All your private information will be deleted from our files after the recruitment process.*