

Position: Digital Communication Officer
(specialised in energy matters)

Start: End September 2019

Application deadline: 6th September 2019

Who are we?

- The European Petroleum Refiners Association (based in Brussels) currently represents the interests of 40 companies operating refineries in the EU. Members account for almost 100% of EU petroleum refining capacity and more than 75% of EU motor fuel retail sales.
- The Association comprises 2 division:
 - FuelsEurope which represents the industry with the EU Institutions, and aims to promote economically and environmentally sustainable refining, supply and use of petroleum products 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 pro-active 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 petroleum refining and the distribution and sustainable use of refined products; 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?

- Open-ended contract (with competitive salary package)
- DKV health insurance
- Pension Scheme
- Reimbursement of public transport in Brussels
- Plan “Cafeteria”
- Lunch vouchers

General Responsibilities

- Support the Communication Director, who is accountable for the execution and delivery of the Association’s communication programme, in the execution of the Internal and External Communication activities.
- Manage the Association online channels
- Produce written materials for internal and external digital use
- Contribute to the organisation of Association events and conferences
- Work closely with other members of the Association

Specific Responsibilities

Online communications

- Manage all online communication channels:
 - Websites – FuelsEurope & Concawe and supporting software (analytics,..)
 - Social media (Twitter, LinkedIn, Facebook, YouTube)
 - Newsletters (i.e. Concawe, UAQ, Factsheets,..)
 - Special projects.

Internal & External communication

- Contribute/coordinate the preparation of communication material, this includes:
 - Simple graphic design using tools such as Indesign, Photoshop,
 - Developing Powerpoint material for external meetings or other presentation formats (infographics, AV, animations, layout, visual design,..),
 - Developing high quality written content.
- Contribute to the content of internal and external publications (i.e. Statistical report,..)

Events & Conference

- Contribute to the organisation of events
- Contribute to the Association participation to external conferences

What is your professional profile?**Qualifications & Knowledge**

- Successful experience in Communication and/or Public Affairs
- Experience in the field of Energy Policy and Issues
- Computer literate (proven experience in MS Office)
- Experienced with WordPress and Mailchimp (campaign monitor)
- Experienced with social media for professional purposes

Diploma

- Master's degree in communications, political science or similar

Skills & Competencies

- Previous experience within EU institutions or organisations working in close relationship with EU institutions
- Strong interest for EU policy in the field of Transport, Climate and Environment
- Excellent written and spoken English
- Can do attitude, self-starter and autonomous in his/her work
- Strong organisation and time-management skills
- Flexible and team oriented

Experience

- At least 2-3 years in assistant role in Digital Communication
- At least 1year experience in energy related issues is a strong asset
- Basic Knowledge of video editing
- Knowledge in editing and designing tools (InDesign, Photoshop)

What is your report line? Communication Director

To apply, please send your CV and motivation letter to: recruitment@petroleumrefiners.eu mentioning "Digital Communication Officer" 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.*