Communication Project Assistant

The European Landowners Organization (www.elo.org) based in Brussels, represents the interest of private landowners and land managers. As such it is actively involved in agriculture and environment policies among others, organises events linked to these core areas and participates in EU-funded projects. To strengthen our team we are looking for a m/f Project Assistant to handle communication in our EU projects team.

Job Purpose
The Communication Project Assistant works together with the project(s) team(s) to ensure they are delivered to the highest standards.

Job Description
The position is based in Brussels covering the following tasks:

- Support the project coordinators in setting and organising specific communication contents;
- Ensure deliverables are submitted to the highest standards;
- Manage internal and external expectation;
- Secure a good relationship with internal and external stakeholders;
- Secure a positive and professional image of ELO;

Profile

- University degree in communication, EU policy or relevant experience;
- Native English or French speaker with excellent command of the second;
- Graphic design and video editing skills
- Experience in social media promotion
- Experience in EU environmental and agricultural topics;
- Good organisation, rigorous, attention to detail;
- Ability to work under pressure;
- Understanding of budgets and financials;
- Good interpersonal skills;
- Flexibility, creativity, initiative;
- Team-player, commercially-oriented, self-starter, deadline-driven;

Depending on experience, the contract may start immediately or follow an internship period.

Contact Details
Interested candidates should send their CV with a motivation letter by email to anne.marchadier@elo.org before July 10 2020.