

EFFA Communications Officer

The Secretariat of the European Flavour Industry Association (EFFA), based in Brussels, is looking for a full-time junior 'Communications Officer' to join its team.

ABOUT EFFA

The European Flavour Association (EFFA) is the voice of the flavour industry in Europe, leading a Europe-wide strategy to benefit the flavour industry, its customers, and consumers alike. It represents National Flavour Associations and Flavour Houses across Europe (www.ffa.eu).

PROFILE

As a Communications Officer at EFFA, you will play an important role in advancing the EFFA Communication strategy. This entry-level position reports directly to the Communications and Public Affairs Director. In addition to communication responsibilities, the role also involves elements of public affairs and advocacy.

Your responsibilities will include providing support in the following areas:

Organisation and Coordination:

- Organisation and coordination of EFFA communication and public affairs committee meetings, including liaising with members and managing logistics.
- Organisation of events with Members of the European Parliament (MEPs), such as factory visits and events at the European Parliament.
- Maintaining and updating contact databases for stakeholders, members, and partners.

Content Creation and Management:

- Writing, editing, and proofreading of content for the website, extranet, newsletters, and other digital platforms.
- Developing fact sheets, infographics, and other communication materials tailored to specific policy areas.
- Managing EFFA's social media presence, including content creation, short videos, graphics, and maintaining the content calendar.

Representation and Engagement:

- Attending receptions and events to represent EFFA and to maintain and develop relationships with key stakeholders and the wider EFFA network.

WHAT WE ARE LOOKING FOR:

- A University or Master's degree in a field related to communication or EU studies.
- Proficiency in communication tools, including the use of AI, such as ChatGPT, Canva, Microsoft Office, etc.
- Good verbal, written communication, and presentation skills.
- Excellent social and diplomatic skills.
- Fluency in English (written and spoken) and knowledge of French, German, or another European language.
- First experiences in EU institutions or European organisations.
- An understanding of trade associations and their role in the EU decision making process.
- A proactive and dynamic personality with strong organizational skills and the ability to work both independently and as part of a diverse international team.
- Ability to manage complex issues within given timelines and to plan and prioritise.

WHAT WE OFFER:

- A passionate and diverse working environment.
- Opportunities for training and professional development.
- Travelling within Europe and exchanges with communication professionals across Europe.
- A competitive Belgian employment package, including benefits such as lunch and eco coupons, local travel support, pension scheme and hospitalisation insurance.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION (DEI):

At EFFA, we believe that diverse perspectives drive innovation and strengthen our ability to serve our members and stakeholders effectively. We are committed to ensuring equal opportunities for all applicants, regardless of race, gender, age, disability, or sexual orientation.

APPLICATION PROCESS:

The position is available as of 1 December 2024/1 January 2025, is based in Brussels, Belgium, and is a permanent position under Belgian law.

If you are interested, please send your CV, along with a motivation letter, to:

EFFA Executive Director, Mr Alexander Mohr, PhD

Email: amohr@effa.eu

Note: All applications must be in English (please note that other languages will not be considered). The deadline for applications is 18 September 2024. Only shortlisted candidates will be contacted.

For more information about EFFA, please visit: www.effa.eu