



## Communications and project assistant – Sustainable Energy in the built environment

Join us!

Are you willing to work for a young and dynamic think tank where your personal initiative, creativity and innovation can be put into practice every day?

We work to support Europe's climate change objectives. We analyse which policies really reduce CO<sub>2</sub> emissions, what innovative ideas can accelerate the transformation of the building sector and how governments, stakeholders and civil society can work together to make buildings fit for a sustainable future. Our work concentrates on Europe and its member states, but we are also increasing our activities outside the EU. Yes, we want to save the planet, one brick at a time!

BPIE's team is a multi-national and dynamic group of dedicated individuals who like to collaborate in dynamic project teams, debate and celebrate together, focusing on a results-oriented and analytical work culture in a trustful and open-minded atmosphere. We like coffee (and tea, and beer), cakes for all occasions, escape games and endless chats.

Our competitive salary package includes a variety of employee benefits. BPIE is a non-profit think tank located in Brussels, with additional offices in Bucharest, Warsaw and Berlin, dedicated to improving the energy performance of buildings across Europe. BPIE provides open-source research, analysis, knowledge-sharing and advisory activities to the European Institutions, policy-makers in EU Member States and neighbouring countries, the scientific community as well as private sector stakeholders and the civil society. [www.bpie.eu](http://www.bpie.eu)

Are you charmed? Convinced? Send us your applications and come meet us!

BPIE communicates with a broad range of target groups through a variety of channels and outputs. BPIE is looking for a highly motivated, creative and dynamic assistant for its diverse communication activities. The successful candidate will be a university graduate with first professional or internship experiences and achievements and be committed to the mission of BPIE. He/she will be based in Brussels.

### RESPONSIBILITIES

Reporting to the Senior Communications Manager, the roles and responsibilities as Communications and project assistant are:

- Draft articles and texts for BPIE's website, newsletters and other documents
- Edit publications (policy or research oriented), brochures, newsletters and other print or digital communication materials dedicated to large-scale dissemination
- Provide support for the organisation of conferences and other events and manage the event calendar
- Provide support for the logistic organisation of events and meetings, such as travel/accommodations and catering arrangements, etc.



- Data entries and updates in the CRM system
- Monitor BPIE media and press coverage
- Support the website / social networks management, maintenance and reach expansion
- Graphic design of marketing material (presentations, reports, etc.)

#### REQUIRED QUALIFICATIONS AND SKILLS

- Native English speaker or equivalent level
- Good computer and organisational skills
- Master's degree (or equivalent) in communications or public affairs or similar
- Relevant professional experience, gained through a first employment or internship
- Excellent writing skills
- Ability to communicate technical issues in a policy relevant manner
- Social media-savvy
- Eye for detail, graphic design skills would be an advantage
- Willingness to work in a small, multicultural team and to be a pro-active and constructive team player
- Creative thinker and innovative communicator
- Affinity with the topic and capacity to understand policy and technical aspects related to energy performance of buildings
- Understanding of Brussels policy processes
- Citizen of an EU country

#### NOT REQUIRED BUT WOULD BE APPRECIATED

- Previous experience with events planning
- Web management skills (on different platforms)

#### CONDITIONS

BPIE offers a permanent contract based in Brussels ideally starting beginning of May under Belgian law.

#### CONTACT

A CV and cover letter should be sent to Marine Faber, [marine.faber@bpie.eu](mailto:marine.faber@bpie.eu) before February 24, 2019. Applications will be dealt as they come.

Please make sure to include the job title "Communications and project assistant" and your name in the subject line of the email.

The shortlisted candidates will be invited for interviews beginning of March, 2019.

**While we will take all received applications into consideration, we regret that we are able only to communicate with those candidates selected for interview. Please, no telephone calls.**