JOB DESCRIPTION: Junior Communication and Information Officer

Context

The Euromontana network seeks to reinforce the monitoring and communication function in order to develop the animation of its network and the audience of its work. For this purpose, we are looking for a Junior Communication and Information Officer.

Function: Information and Communication Officer

You will be under the responsibility of the Director of Euromontana and your responsibilities will include:

- **Communication:**
  - Monitoring the EU news (European policies such as the CAP, territorial cohesion, follow-up of the call for proposals) and find relevant information for the network
  - Writing in both English and French items of news, articles and good practices on the different themes of interest for our members
  - Preparing Euromontana newsletters
  - Updating Euromontana website
  - Assisting the Secretariat in translations (English/French)
  - Improving the design and graphism of documents, ideally doing some infographics

- **Event organisation:**
  - Participation to the organisation of Euromontana events and/or project conferences and various seminars and working sessions (coordination of the speakers, logistics, communication)

- **Other tasks:**
  - Assisting the Director in administrative tasks (preparation of Board and General Assembly meetings)
  - Any other tasks as necessary and agreed under the supervision of the Secretariat staff, such as information searches, preparation of dossiers etc.
  - Participation to the life of Euromontana network: participation to EU conferences on subjects linked to your themes

Profile

You have a **tertiary education degree (Masters, 5 years)**,

Domains: EU affairs, political sciences, EU law, Communication, Journalism, or mountain management

Experience (internships or previous jobs)) should be related to either a sector that is relevant to mountain development or communication at national level or European level, requiring similar levels of relational and analytical skills. A good command of European policy making is a necessity.

You have an **excellent professional command of French and English**, the two working languages of Euromontana that you will have to use in your daily communication. A third language will be a plus.

You have a good command of Microsoft office tools.

**Dynamic, enthusiastic and motivated**, you know how to get fully involved in your function, face unexpected challenges and effectively organise your own time taking into account interaction with
other staff members and members of the network. **You work well under pressure** and are available to travel for work. You can easily appropriate the values of your organisation to carry them out politically, consolidating your messages with scientific arguments. Comfortable in a small organisation, you are not afraid of **multitasking** and are solutions-oriented.

**Open-minded**, you have **excellent relational skills** and can interact in a positive way with counterparts from different cultures and backgrounds, on complex political subjects.

You have **good written and oral communication, analysis, synthesis and negotiation skills**.

**Our structure**

Euromontana is the European association for cooperation and development of mountain areas. Created as a non-profit organisation in 1996, it now has about 70 members in 17 European States, in and outside the EU. Its aims are to promote mountain territories as territories with a future and to improve the quality of life of mountain populations, building on sustainable development models. To achieve these aims, Euromontana represents mountain communities to European institutions (European Commission, Parliament, Council...), conducts promotion actions (communication, events), organises cooperation among its members (networking and projects), and contributes to studies on sustainable mountain development. Operating with a small secretariat (2-5 people including trainees, from different origins), a key priority is to network with member organisations to assemble knowledge from different mountain regions and to make this available to decision-makers and mountain people. For more information, consult [www.euromontana.org](http://www.euromontana.org)

**Timing**

**Start:** April 2017

**Contract type:** one year contract under the Belgian law. There will be some possibilities of prolongation after.

**Job location:** Euromontana Brussels office, with some travels in Europe.

**Remuneration:** between 1600 and 1900€ (gross salary) per month, to be discussed depending on the experience + Ticket Restaurant, + 80% of the reimbursement of the transport costs

**Interviews:** March 2017 in Brussels.

**Application to be sent by 28/02/2017 to:** Marie Clotteau, Director at: marie.clotteau@euromontana.org – with object of the email mentioning **“Information and Communication Officer at Euromontana – Your name”**, including a **concise CV** (Europass format not compulsory) and a **maximum 2-page cover letter** explaining why you are interested in working at Euromontana and why you think your profile matches our needs. Only targeted applications will be analysed. Please note that candidatures will be treded on a 1st came 1st served basis.

Please use the function «ask for a receipt of reception » of your email if you wish to make sure the email has been received.