The EUROPEAN ENVIRONMENTAL BUREAU, a federation of more than 140 environmental citizens’ organisations, has a vacancy for a COMMUNICATIONS OFFICER ON NATURE AND AGRICULTURE

We are looking for a committed communications expert with a passion for the environment and a strong ability to support focused campaigns, to work in our Communications Unit, in close cooperation with the EU Policy Officers on nature conservation and agriculture policy.

The work consists of:

- Supporting focused campaigns on nature conservation and agriculture policy, developing and implementing communication strategies and material including:
  - Drafting, editing and delivering press releases and other relevant materials for national and international media
  - Proofreading and editing documents written by non-native speakers
  - Coordinating publications: layout, contact with printers, and distribution (including supervision of outsourced work). This includes contributing to the EEB’s quarterly newsletter Metamorphosis
  - Developing and deploying relevant social media tools
  - Communicating campaign messages, engaging public opinion and raising awareness relying on relevant social media tools
  - Advising the Policy Officers on publicity and outreach opportunities
  - Occasionally, organising press conferences and inviting media to EEB events
  - Developing ideas on how to improve campaign visibility at European and national level
  - Updating the EEB website with specific campaigning material
- Maintaining good relations with press contacts in and beyond Brussels and updating the media database
- Monitoring press coverage
- Liaising with the EEB members to coordinate national level media work
- Cooperating with other networks, e.g. the Green 10 network of environmental NGOs
- Contributing to further develop the EEB’s communication strategy

Qualities and experiences required for post:

- Have a relevant academic degree (additional work experience may be accepted in lieu of this);
- Have at least two years of work experience in communications, preferably but not necessarily, with NGOs, including analysis and formulation of policy;
- A high level of written and spoken English (native speaker or equivalent) is essential; knowledge of other European languages is a potential asset
- Proven writing and editorial skills
- Experience in campaigning or in supporting campaigns
- Experience in public outreach and mobilising the public (eg setting up of petitions)
- Experience in drafting and revising texts and press releases under time pressure
• Experience with work on publications, including use of outside agencies for design
• Experience with using social media for communications/ campaigners purposes
• Proactive approach to external communication including ability to develop new campaign tools
• Interest in and good knowledge of the EU and environmental matters, in particular agriculture policies (Common Agriculture Policy) and or/nature conservation (Birds and Habitats Directives)
• Competence with Word, Adobe tools, and web-based content management systems,
• Flexibility (we expect and offer flexibility regarding work schedules)
• Prepared and able to work in a dynamic working environment, sometimes under pressure
• Ability to work in team
• Ability to work on different topics and prioritise work

EEB offers:
• Contract for 80% with possibility to increase to 100%
• A monthly gross salary of € 2,654
• Various benefits: holiday bonus, 13th month, pension scheme, luncheon vouchers
• A one-year contract with a reasonable prospect of extension of an additional year and further possibility of a permanent contract
• A pleasant working atmosphere in an international working environment
• A worthwhile cause to work for

Place: EEB office Brussels
Deadline for Application: 16 March 2015
Interviews: TBD
Proposed starting date: As soon as possible from April 2015

Please send your application (covering letter, CV and filled in questionnaire) to: Isabel de Jesus, EEB Finance and Personnel Manager. Only applications with all 3 documents will be taken into account.
E-mail personnel@eeb.org or by mail
Due to limited staff resources and numbers of CVs received, only shortlisted candidates will receive a response

Questionnaire for Communications Officer applicants

Please answer the following questions in not more than 20 lines per question.

1) How is your work experience relevant to the position of Communications officer at the EEB?

2) What is your understanding of the EU and its importance for environmental policies?

3) What do you see as the main challenges in getting national media coverage on EU policies dealing with:
   - Nature conservation
   - Agriculture policy

As EEB Communications officer, how would you address those challenges?