



We are recruiting a **Communications and Events Officer**

Are you motivated to play an active part in Europe's clean energy transition? smartEn is recruiting a Communications and Events Officer to support our external outreach.

smartEn is the European business association integrating the consumer-driven solutions of the clean energy transition. Our +70 members create opportunities for every home, car and business to support a reliable and decarbonised EU energy system.

You will be part of a dynamic international team in the EU area in Brussels. Your tasks will focus on implementing smartEn's communications and dissemination strategy, as well as events organisation.

Main responsibilities

- Assist in the organisation of (physical and virtual) events and workshops run by smartEn and/or with partners
- Support the definition and implementation of communication campaigns set up by smartEn and/or with aligned stakeholders
- Draft content for social media activities and website
- Support the association's proactive press and media outreach, including the preparation of articles and press statements as well as the facilitation of interviews
- Prepare and coordinate the production of smartEn newsletters and other digital and physical marketing materials
- Assist in the communication and dissemination efforts of EU-funded projects smartEn is participating in

Desired skills and experience

- Interest in playing an active part in the energy transition
- University studies in communications, journalism, marketing or other relevant disciplines
- Experience in events organisation, social media, press relations, skills in design, video making, multimedia editing, and website management tools (in particular WordPress) are a strong asset
- Solid skills in written and oral communications with the ability to translate complex information into easily understandable and attractive messaging
- An entrepreneurial spirit, strong organisational skills, curious and flexible approach
- Fluency in written and spoken English and knowledge of an additional European language
- European citizenship/EU working permit

What we offer

- A meaningful job in a dynamic and innovative organisation driving decarbonisation through consumers empowerment
- A highly motivated and cooperative team, interaction with an engaged membership
- Possibility to travel for fairs and conferences across the EU and meet innovative companies supporting decarbonisation
- Room for creativity and initiative
- A full-time contract with possibility for a professional growth

Application Information

If you are inspired by the position, please apply with a **motivation letter and CV including your salary expectations in gross annual terms** to michael.villa@smarten.eu. Please quote "Application Communications and Events Officer" as a subject when submitting your application. The deadline for applications is on Friday 8 April COB.

We regret that we will only be able to reply to candidates who have been short-listed for interviews. We thank you for your understanding.