



## COMMUNICATIONS OFFICER

**Deadline: 29 February 2020**

**ECOS is looking for a motivated Communications Officer to join our growing Communications Team.**

Supported by almost 50 environmental NGOs across Europe and beyond, [ECOS](https://ecostandard.org) is a European non-profit organisation which promotes environmental interests in the development of standards and related laws and policies. ECOS uses its strong technical base to effectively operate at political, policy and technical levels, to provide key solutions to global environmental challenges.

**Reporting to and closely working with the Head of Communications, the Communications Officer will be responsible for the following activities:**

**Your main tasks will be to:**

- Work with the Communications Team to develop and implement innovative Europe-wide communications campaigns and strategies;
- Re-think, produce and disseminate ECOS Newsletters;
- Create communications content of ECOS including press releases, annual reports, articles, opinion pieces, and publications;
- Ensure quality control, editing, proof reading and design of internal and external publications;
- Update and develop the ECOS website and intranet as needed;
- Plan and manage closed and public events;
- Develop and implement ECOS social media strategy;
- Lead on ECOS communication work in the framework of various campaigns and projects including H2020 projects.

**Skills and experience required:**

- At least two years of professional experience in a related field, preferably in an NGO environment;
- Fluent written and spoken English, with excellent editing and proof-reading skills (**a must**);
- Ability to make complex policy and technical issues easy to understand to a variety of audiences;
- Experience managing events;
- Good social media and marketing skills;
- Graphic design skills an asset;
- Good project and budget management and multi-tasking skills;
- Knowledge of the European Union, European environmental policy and standardisation;

**What we offer:**

- A one-year Belgian contract with a competitive salary package including additional benefits (meal vouchers, pension scheme, 13th month, insurances, public transport, eco-cheques) depending on skills and experience, according to our salary scale;
- A dynamic international working environment;
- Being part of a dedicated team whose common goal it is to protect the environment;
- European travel opportunities.

**How to apply:**

Send your CV and a cover letter (max. 1 page) to [info@ecostandard.org](mailto:info@ecostandard.org) by 29 February 2020 EOB, indicating “**COMMS OFFICER: your name**” in the subject line.

The first round of interviews will take place shortly after the application deadline. We regret that only short-listed candidates will be contacted.