



4 February 2019

MEMBERSHIP & COMMUNICATION OFFICER

ECOS is looking for a membership and communication officer to join its international team based in Brussels as soon as possible.

Reporting to and closely working with the Communications Manager, the Membership & Communication Officer will be responsible for the following activities:

Membership & capacity building responsibilities and tasks will be primarily to:

- Develop a membership engagement plan in line with ECOS Membership Strategy, for new and current members, aimed to grow membership base and deepen engagement with current members;
- Lead on members' recruitment, renewal and retention campaigns, including identifying potential members in Europe and beyond;
- Be the primary contact for members, answering queries from current and prospective members about membership, ECOS activities and services;
- Gather member insight to better understand member needs and interests, and propose new services and products that would meet them;
- Create opportunities and initiatives for members to come together;
- Encourage member interaction, including the management of a number of Task Forces;
- Develop ECOS training and capacity building programmes for members and experts;
- Organise trainings and capacity building events including at national level;
- Develop tailor-made training and support tools aimed to build capacity among the membership in relation to standardisation;
- Maintain the quality and integrity of ECOS' membership records in accordance with data protection regulations;
- Manage the membership engagement budget.

Communication responsibilities and tasks will include:

- Work with the Communication Manager to develop and implement innovative Europe-wide communications campaigns and strategies;
- Help create communications content of ECOS including press releases, newsletters, annual reports, articles, opinion pieces, and publications;
- Support the Communication Manager in ensuring quality control, copy-editing/proof reading and design of internal and external communications and publications;
- Update and develop the ECOS' website and Intranet as needed;
- Help plan and manage closed and public events;
- Maintain and develop ECOS' databases, including of members, press contacts and other audiences;
- Lead on ECOS' communication work in the framework of various projects including several H2020 projects.

Skills and experience:

- At least two years of professional experience in a related field, preferably in an NGO environment;
- Experience working in the non-profit sector and in particular in a membership-based organisation;
- Knowledge of the European Union, European environmental policy and standardisation;
- Good project and budget management and organisational skills to coordinate multiple projects efficiently;
- Strategic mind to develop national or EU-wide communications campaigns engaging members and partners;
- Good pedagogic skills;
- Experience with training & capacity building activities;
- Fluent written and spoken English, other EU languages an asset;
- Proven writing skills and ability to make complex policy and technical issues easy to understand to a variety of audiences;
- Excellent editing and proof-reading skills;
- Good social media and marketing skills.

What we offer:

- A permanent contract and an attractive remuneration package;
- 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 by 27 February, to kasia.koniecka@ecostandard.org, with the subject line "MEMBERSHIP OFFICER: full name".

The first round of interviews will take place shortly after the application deadline. Please note that ECOS will not be able to reimburse expenses for interviews. We regret that only short-listed candidates will be contacted.