



Confédération Européenne de l'Industrie de la Chaussure
European Confederation of the Footwear Industry

Rue de la Science n°14b- 1040 Bruxelles
Tel. +32.2.808.44.52- www.cec-footwearindustry.eu

JOB VACANCY: COMMUNICATION AND POLICY ASSISTANT

The **European Confederation of the Footwear Industry (CEC)**, a non-profit organization gathering the major footwear national associations and federations of the European Union, is seeking to recruit a Communication and Policy Assistant for its headquarters in Brussels as from beginning of September 2018.

The successful candidate will assist the Secretary General to achieve the objectives of the Confederation (see at www.cec-footwearindustry.eu), and most specifically to attract the attention of public authorities and industry to the challenges and opportunities of the sector as well as illustrate consumers on the high-quality products and values that the European footwear industry produce.

MAIN RESPONSIBILITIES

In general, assistance in the implementation of the decisions and strategic directions established by the General Assembly via the Board, as well as in the dissemination and promotion of the aims of the CEC.

More specifically

- Contribute to CEC's external and internal communication, such as updating and maintaining a dynamic and attractive website, drafting press releases, and maximise the use of on-line social media communication tools.
- Assistance in the implementation of European projects, in particular with regards to communication activities and elaboration of related material as well as on research studies based on stakeholders' surveys, collation of information for reports, etc.
- Assistance with the research, monitoring and analysis of EU initiatives and legislative proposals with impact in the footwear industry to extract and present the information relevant to industry members in a clear and concise way.
- Attendance to meetings, conferences and other events of interest for the footwear industry in Brussels occasionally.
- Organisational and administrative support at internal CEC meetings as well as at other occasional events such as the World Footwear Congress or the International Footwear Forum.
- General support in the administration of the office, maintenance of databases, basic account keeping, etc.



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PROFILE REQUIRED

- A bachelor degree level preferable in journalism or media and communication.
- At least five-month professional experience on European public affairs, preferably acquired in Brussels in a consultancy firm, association and/or a European Institution.
- Excellent written communication skills in English, including ability to translate and summarise information. Good knowledge of Italian and French will be an asset.
- Good computer skills, including web publishing, database management and publication design.
- Good organisational skills.
- Adaptable and open-minded.

**If interested, please send your CV and motivation letter to c.arias@cec-footwearindustry.eu .
Deadline for submission: 31st July 2018.**