



## JOB VACANCY: COMMUNICATIONS AND EU PROJECT ASSISTANT

The **European Confederation of the Footwear Industry (CEC)**, a non-profit organisation gathering the major EU footwear national associations, is seeking to recruit a **Communications and EU Project Assistant** for its headquarters in Brussels as from September 2022.

The successful candidate will assist the Secretary General in achieving the objectives of the Confederation ([www.cec-footwearindustry.eu](http://www.cec-footwearindustry.eu)), in particular with regards to communication and implementation of EU policies and projects.

### MAIN RESPONSIBILITIES

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

More specifically

- Contribute to CEC's external and internal communication, such as update and maintain a dynamic website, develop content, draft press releases, and maximise the use of on-line social media to reach multiple audiences.
- Assistance in the implementation of EU projects, especially on the communication activities as well as on reporting and research studies based on surveys.
- Organisation of meeting and events when necessary, and participation in conferences and other events of interest.
- Collation of industry wide statistics & data, production of PPT presentations.
- Support in the research, monitoring and analysis of EU initiatives and legislative proposals to extract and present concisely the relevant information.
- General support in the office administration, maintenance of databases, basic account keeping, etc.

### PROFILE REQUIRED

- A bachelor's degree level preferably in journalism or media and communication.
- At least six months experience in similar position, preferably acquired in Brussels in a consultancy firm, association and/or EU Institution.
- Excellent written communication skills in English, preferably also in French, including ability to translate and summarise information.
- Advanced computer skills, including web publishing, database management & publication design.
- Good organisational skills.
- Proactive, adaptable & open-minded.

If interested, please send CV and motivation letter to [c.arias@cec-footwearindustry.eu](mailto:c.arias@cec-footwearindustry.eu) before **31<sup>st</sup> July 2022**.