



EUFORES Job Vacancy

EUFORES is the European cross-party network of Members of Parliaments from the European Parliament as well as from the EU28 national and regional Parliaments. EUFORES' core objective is the promotion of renewable energy and energy efficiency. EUFORES has developed a broad spectrum of activities – in and outside of the Parliaments of Europe – in order to coordinate the exchange between its members.

EUFORES is looking for a

Project and Communications Manager

to be based at its Secretariat in Brussels. The position includes occasional missions within EU.

Starting date: February 2018

EUFORES job profile: Tasks and responsibilities

Project Management

- Coordinate and manage projects and activities
- General management of EU-funded projects: Coordination of work packages and tasks with project partners and general contract implementation and project reporting
- Keep informed about renewable energy and energy efficiency policies and discussions on EU level
- Project communication: newsletters, press releases, mailings, brochures, social media etc.

Event Management

- Prepare, organise, manage, implement and follow-up events of EUFORES (Inter-Parliamentary Meetings and workshops in national parliaments; breakfast roundtables, workshops and dinners in the European Parliament etc.)
- Manage all event related onsite issues: rooms, catering, technical requirements, hostesses, hotels, services, side events, transport etc.
- Keep up relations with managing counterparts in the European Parliament etc.

Management of Membership relations

- Identification, contacting and acquisition of parliamentary and supporting members
- Membership relations and services (maintain database, identify new members, follow-up relationships with parliamentary and non-parliamentary members etc.)
- Keep the parliamentary network base up-to-date by conducting annual parliamentary contacts research and identification of key Members of Parliament all over Europe
- Preparation of Advisory Committee meetings



Communications, Marketing and Fund Raising

- Communications and marketing of EUFORES (EUFORES website, newsletters, media campaigns, printing material, corporate identity, press releases, press reviews and widening of press contacts etc.)
- Fund raising and sponsorship activities

Office Management

- Personal Assistance to the Secretary General (team coordination, communication, travel arrangements)
- Office Management (office facilities and supplies etc.)

Your Profile: Required Skills

- Post-graduate University Degree in a related field (political and social science, international relations, management, European studies, intercultural management etc.)
- Excellent knowledge on EU institutions, renewable energy, energy efficiency and environmental issues
- At least 2 years work experience in project, event and office management in the field of EU institutions (experience from European Parliament or Commission welcome)
- Fluent written and oral English (German and French very welcome)
- First class management and representation skills
- Advanced IT user skills (Excel, Word, Internet, Photoshop, InDesign, Typo3)
- Excellent communication qualities especially in writing, editing and drafting
- Ability to research, evaluate, negotiate, establish and maintain relationships with members, partners, speakers and high level officials and decision makers
- Cultural awareness and flexibility
- Willingness and availability to travel
- References welcome

Your application

- Please direct your CV with photo and motivation letter
- To Dr. Jan Geiss, Secretary General of EUFORES, jan.geiss@eufores.org
- Via e-mail only
- With the subject "Application Project & Communications Manager EUFORES – your name"
- Strictly no telephone calls!

Application deadline: 19th January 2018. Only candidates invited for an interview will be contacted. Personal Interviews will be held in Brussels in January 2018.