

**Vacancy**  
**Operations & Communications Officer**  
**Full-time, Brussels**

LightingEurope is recruiting an Operations & Communications Officer to join our Secretariat team in Brussels.

We are looking for someone starting off on their career in membership organisations who is creative, enjoys thinking outside the box, thrives on working with people and believes that regularly communicating in simple terms is essential for a Brussels-based membership association. You are hands-on, pragmatic and have a can-do attitude.

We offer a dynamic international team, the space to test and launch new concepts and activities and the promise of a new adventure in the amazing world of lighting.

**About the role**

You will report directly to the Secretary General and regularly touch base with her to deliver LightingEurope services and events.

The role sits at the heart of our organisation:

- you will be the first point of contact for LightingEurope members
- you will liaise with the Secretariat colleagues to project manage our activities, compile content and deliver quality events and communications material

The Operations and Communications Officer will be in charge of:

- events & meetings: managing the logistics of our internal meetings with members and our public events, compiling and delivering communications around these events (invitations, webpage)
- membership: first point of contact for members, managing mailing lists and invoicing under the guidance of the Secretary General,
- communications: compiling our communications tools (e.g. monthly newsletter), ensuring regular and clear communications to our members (mailings, website, social media)
- administration: managing invoices & contracts

**Experience & Skills**

The successful candidate will have:

- max 1-2 years past experience in relevant positions (including internship); experience in a membership organisation and/or in EU public affairs is a plus
- excellent communication skills in English – both written and oral
- active social media accounts – you understand the importance of a virtual footprint for advocacy organisations and how to deliver attractive content

- demonstrated project management skills: you can translate a target into project milestones and deliverables and coordinate input from various people to deliver on budget and on time
- experience in using mailing lists and tools (e.g. mailchimp) and managing website content is a plus
- an academic background in business development, marketing & communications, EU policy, project management or other related field

### **Salary & Benefits**

This is a full-time Belgian contract.

The position is based in Brussels (Belgium), you will work out of our office at the heart of the EU quarters (subject to pandemic-related restrictions).

We offer a competitive salary and benefits.

This is an entry level position with the objective of growing the role and compensation, subject to performance.

Starting date: as soon as possible and latest by 24 June 2021.

### **Application Process**

To apply, please:

- send your CV and a cover letter explaining how you can help reinforce LightingEurope's outreach and 'value for members' proposition by EOB 3 June 2021 to Ourania Georgoutsakou, Secretary General ([ourania.georgoutsakou@lightingeurope.org](mailto:ourania.georgoutsakou@lightingeurope.org)).
- state "Application Ops & Comms Officer – [your name]" in the email subject line.
- include in the body of your email: "I hereby agree for my personal data to be processed by LightingEurope for recruitment purposes." In line with personal data rules we must have your written consent to follow up on your application. LightingEurope will not keep your CV and cover letter on file – all information of non-successful candidates will be deleted from our records

Only shortlisted candidates will be contacted, due to limited capacity.

Shortlisted candidates will be invited for an (online) interview and will be asked to complete an exercise to demonstrate their communication skills.