

WE'RE HIRING!

POLICY AND COMMUNICATION ASSISTANT



PROFILE

- Graduate in European studies, political sciences, law or other relevant fields;
- First experience in an EU institution or in public affairs is a strong asset;
- Very good understanding of the EU decision-making process and politics;
- Experience with writing articles, blogs, etc. and dealing with press would be highly valued;
- Proficient in written and spoken English. Additional EU languages, in particular German, is an asset;
- Creative and keen on developing ideas for communication actions;
- Strong organisation and coordination skills;
- Interest in understanding and articulating homeowners and real estate sector's interests;
- Pro-active, organisational talent, fast learner and eager to learn about the functioning of an EU association;
- EU national or have a valid Belgian work permit.

WE OFFER

- A "*Contrat d'Immersion Professionnelle*" for six months (potentially renewable) starting March 2021-remuneration in accordance
- A stimulating work experience within an EU affairs office and multi-cultural environment

RESPONSIBILITIES

- Contribute to public affairs activities and monitoring EU policy developments;
- Assist with communication and research activities;
- Conduct research and policy work on on-going UIPI projects, including planning and implementing communication and dissemination activities for our European projects,
- Provide organisational and administrative support;
- Contribute to the strategic and logistics management of events.

If you are interested, please send your cover letter and CV to: Ms Nataša Vistrička, European Affairs Manager, reference: "Application – Policy and Communication Assistant" at vistricka@uipi.com. Please note that only shortlisted candidates will be contacted.

Deadline for application: 22 February