

WE'RE HIRING!

COMMUNICATION ASSISTANT
STARTING SEPTEMBER 2022



DEADLINE FOR APPLICATION: 15 AUGUST 2022

WHO WE ARE:

UIPI is a leading representative body for homeowners and private landlords in Europe. With 31 member organisations, UIPI represents more than 5 million property owners across Europe. Based in Brussels, the UIPI's main task is to ensure that private property owners' interests are represented and defended vis-à-vis European institutions and in the EU-funded projects in which it participates. UIPI is currently part of 12 EU-funded project consortia.

WHAT WE ARE LOOKING FOR:

- Young graduate in communication, journalism, political sciences or other relevant fields;
- First professional experience in the communication field is an added value;
- Familiar with using social media tools and communication software for professional purposes;
- Proficient in written and spoken English. Additional EU languages is an asset;
- Understanding of the EU decision-making process and politics;
- Creative and keen on developing ideas for policy and project communication actions;
- Pro-active, organisational and coordination 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 fixed term duration contract of at least 6 months (potentially renewable) under *Convention d'immersion professionnelle* - CIP contract;

A stimulating work experience within an EU umbrella association and multicultural environment.

YOUR FUTURE TASKS:

- Support the association's proactive press and media outreach, including the preparation of articles and press statements as well as the facilitation of interviews;
- Managing social media channels and creating creative and engaging content with the audience (posts, banners, videos etc.)
- Contribute to internal communication activities (membership communication, website, etc.)
- Plan and implement communication and dissemination activities for our European projects;
- Contribute to the strategic and logistics management of events;
- Provide organisational and administrative support.

To apply, **please send by 15 August your CV (max. 2 pages) and a motivation letter explaining why you would like to work for us (max.1 page)** to Ms Nataša Vistrička, Policy Director, at vistricka@uipi.com, reference: **"Application – Communication Assistant"**

*Any incomplete application will be disregarded and only shortlisted candidates will be contacted.
We encourage you to apply as early as possibly.*