



EWEA

THE EUROPEAN WIND ENERGY ASSOCIATION

Communication & Policy Officer – Job description

Full time position, line managed by the Communication Director

Main responsibilities:

Support to Communication director to implement communication activities and tools such as:

- Press conferences;
- Awareness campaigns;
- Content of website;
- EWEA's magazine;
- Press activities at EWEA events.

Within the communications department, main responsible for:

- Send PRs and coordinate translation;
- Gather press clippings and issue press books;
- Organise the photo library (with web manager);
- Maintain media database and manage communication inbox.

Support to Policy department (report to Policy Director):

- Policy meetings: organisation, agenda, minutes;
- Policy calendar: monitoring events;
- E-mailings to policy database;
- General researches;
- Coordination of policy input for board meetings and policy web pages;
- Policy database and inbox.

Profile:

Required Experience:

You have an experience in the above listed tasks and assignments and you fulfil the key qualifications.

You have at least 3 years of experience in a similar position.

Required Key Qualifications:

Native English-speaker or equivalent with perfect verbal and written skills. French, German or other European languages is an asset,

High computer literate with a strong working knowledge of Windows Office Software. Ability to research, evaluate, establish and maintain relationships with journalists/members/public officials. Excellent communication skills.

Assets:

Successful candidates will be:

Flexible, multitask, like the job well done, detail-orientated and think positive;

Highly organised, exercising initiative and organize their work under strict deadlines with the ability to set priorities;

Enthusiastic team player;

Demonstrating ability to solve problems, remain focused, available, ready for possible extended hours.

Please send a cover letter and your CV to isabelle.valentiny@ewea.org by Friday 23 June 2006