

RREUSE is hiring a Communications and Events Officer

29.4.2019

RREUSE is a network organisation representing social enterprises active in re-use, repair and recycling with 27 members across 25 European countries and the USA. We promote policies, best practices and partnerships that support the development of social enterprises active in environmental services which generate significant social and environmental benefits to their communities.

In order to further support RREUSE's advocacy outreach and operations we are on the lookout for a Communications and Events Officer to join our Brussels-based secretariat for a fixed period of one year with the possibility of future extension.

Tasks:

Reporting to the secretariat's Director, the successful candidate will be expected to carry out tasks including:

- Writing engaging news articles / website posts about topics including RREUSE member activities and relevant EU policy developments
- Drafting, editing and delivering press releases and other relevant materials for national and international media
- Maintaining good relations with press and monitoring coverage
- Building on and developing relations with journalists and media outlets
- Writing internal (member) and external newsletters
- Organisation of key events such as RREUSE's annual conference on the role of social enterprise in a circular economy as well as three annual member meetings
- Proofreading and editing documents written by non-native speakers and improving their readability
- Effectively using social media to promote RREUSE's messaging, engage audiences and achieve advocacy goals
- Updating and maintaining the RREUSE website, online tools and social media
- Closely cooperating with policy officers, conducting own research and supporting on other tasks as required
- Delivering campaign work in collaboration with member organisations and other partners

Skills, experience and requirements:

The ideal candidate will have:

- Excellent written and spoken English, either native or equivalent level. Other EU languages such as French will be considered strong assets.
- Communication style that is culturally aware of communication approaches across different member states
- A minimum of 1-year professional experience in communications, editing and events management with a sound understanding of EU policy processes. Familiarity in the field of EU social inclusion, employment or environmental policies will be considered an asset
- Passion for environmental and social issues
- Commitment and appreciation to the values of social enterprise and the environment
- Ability to work both independently and as a part of a team
- EU national or have a valid work permit for Belgium

Gross Salary level: Circa 2100 EUR Gross + Benefits

Contract Type: Full Time

Start date: As soon as possible

Please send your CV and cover letter, in one PDF file, to recruitment@rreuse.org, with the subject line "Communications Officer: Your Name". The deadline for applications is midnight CET on Tuesday 21st May.

Please note that **only successful candidates will be contacted for interview with interviews to take place 1st week of June. Thanks for your interest in RREUSE!**