



Association Européenne pour l'Information  
sur le Développement Local a.s.b.l

## **Freelance Communication and Events Officer**

AEIDL, the European Association for Information on Local Development, is seeking an enthusiastic and highly motivated **Communication and Events Officer** to undertake tasks on a range of EU contracts on a freelance basis.

He or she will have more than three years' experience working in Communications and Events, seeking to develop his or her professional career in the field of environmental and social affairs in a European context. Additionally, candidates should have a minimum of three years' experience and expertise in events management including organising events in at least two different countries and including experience in measuring and evaluating the impact of events.

We offer a stimulating and exciting working environment where you develop key skills and knowledge communication, supporting and actively engaging in key communication and events activities.

The role will involve teleworking, according to local Covid regulations, with the capacity to utilise AEIDL's office in Brussels.

The contract will be offered for a fixed-term duration, tentatively six months with the possibility of extension. The work is anticipated to start in the first half of January 2022.

### **Role and responsibilities:**

The Communication and Events Officer will report to the Head of Communications, and will take on the delivery of a range of tasks including:

- Assisting in the organisation of medium and large-scale events, including speakers contact, drafting programmes, logistical coordination, events promotion, etc.
- Overseeing, recording and updating the budget for events and mission expenses.
- Contributing to producing and editing activity reports.
- Liaising with service providers and subcontractors.
- Drafting and laying out basic communication material (save the date, invitations, etc.).
- Executing any other organisational and administrative tasks as needed.



### Qualifications and experience:

Essential	Desirable
Excellent communication and planning skills.	Working knowledge of French or other EU language
Excellent English.	Postgraduate degree in communication or related area.
Excellent IT knowledge (calendar management, archiving/databases, video conference/streaming, etc.) and good working knowledge of social media and mailing tools.	Experience of working on EU contracts in the fields of environment, nature and climate action.
Experience of organising or supporting the organisation of EU events (desirable experience with hybrid or in-studio events).	Basic knowledge of graphic design software.
Degree in communication, PR, marketing or related area (social sciences or humanities).	Experience of video production assistance.
Ability to multitask and work under pressure, to deliver on short notice and within tight deadlines.	
Committed and flexible team player, able to work in a multinational environment.	

### Application process:

Send your CV in English in the [Europass format](#) with a short cover letter to [cv@aeidl.eu](mailto:cv@aeidl.eu) with the subject line **Communication and Events Officer** by **12 December 2021**. Please note that only full application files will be taken into account and that only shortlisted candidates will be contacted after the closing date.



### **How you will benefit:**

You will develop a sense of responsibility within project teams, working against deadlines and key milestones. The role offers the opportunity to develop and apply skills and knowledge in the field of communication and events in a lively and engaging EU context.

The role offers you the opportunity to enhance your skills in events and communication, impact measurement and KPIs in an EU context.

### **Who we are:**

AEIDL was founded in 1988 by like-minded individuals who believed that European integration can make a positive contribution to citizenship and to the sustainable development of communities.

AEIDL's thematic expertise ranges from environment, sustainable territorial development; employment, migration and citizenship, to enterprise and integration, social policy, social innovation and public service modernisation.

The Association offers a range of professional services, including information management, web and digital communication; events, capacity building, and network animation; publications, social media and video services, as well as technical assistance, evaluation and consultancy services for a broad range of European contracts.

We are based in the heart of Brussels, hosting a diverse, international team of skilled, motivated and dynamic experts, delivering high-quality services to our clients.

*The personal data contained in applications sent in response to job offers are collected and recorded by AEIDL's HR/KM departments in accordance with the General Data Protection Regulations concerning the protection of personal data. These data will be processed by authorised persons only to be able to assess your application for potential recruitment and will be kept for the time necessary to achieve this purpose. You may request access to your personal data and, if necessary, have them corrected. You also have the right to have them deleted, transferred, request a limitation of their processing or to object to it.*

*These various rights can be exercised by contacting the following address: [privacy@aeidl.eu](mailto:privacy@aeidl.eu).*