



Web and Communications Assistant (Full Time) – 6 month contract

Climate Action Network Europe, recognised as Europe's leading network working on climate and energy issues, is currently seeking a highly motivated, dynamic and results-driven individual to join our team in Brussels. The successful candidate will assist the Communications Manager in the delivery of our high profile communication work.

The position will offer the successful candidate an opportunity to be at the centre of the largest movement for global change that will affect people and the planet for centuries to come. You will help us implement an effective communications strategy that will achieve our ultimate goal of strong legislation on climate at EU level and a fair and equitable global climate agreement that will help prevent the most dangerous effects of climate change.

Required qualifications:

- Minimum two years relevant professional experience preferably in communications, journalism and/or press or media relations; web experience using CMS REQUIRED
- Native level written and spoken English; must speak and write at least one other EU language;
- Strong IT skills, including solid grounding in Office applications
- Highly motivated with excellent communication skills
- Experience with database/contact management, including press contacts
- Experience writing, editing and managing publications –including position/research papers, reports and web content- from drafting, editing and design phase to distribution; research experience a plus
- Excellent interpersonal and team-working skills, time management, flexibility, and reliability
- Ability to produce results according to schedule and respecting deadlines

Preferred/desirable qualifications:

- Experience using CMS is required; Joomla skills highly desired
- Experience in the environmental field highly preferred
- Experience within an NGO desirable
- Knowledge of MAC an asset
- Proven ability in events management and organization a plus
- Willingness to travel a plus

Day-to-Day duties will include:

- Updating website content using Joomla CMS, including uploading documents, writing and editing text, managing archives and managing the intranet
- Managing and updating our Facebook profile
- Updating databases of contacts, newsletter recipients and members
- Updating and maintaining press contact lists
- Cataloguing and managing CAN-E's media hits
- Cataloguing and managing CAN-E's library and publications
- Distributing press releases and media advisories and following up with phone calls to the media

- Helping as needed with organisation and management of press briefings, Parliamentary seminars and public events, including room and food reservation, registration, organising seminar materials and follow-up
- Editing submissions to the CAN newsletter Hotspot and liaising with subconsultants to ensure printing and delivery
- Aiding Communications Manager in revising Communications Structures, including format for publications and briefings
- Additional duties to aid the Communications team in delivery of the communications strategy.

This position is based in the CAN Europe secretariat, which houses our team of nine staff near the St. Boniface neighborhood of Brussels. The bright, sunny office provides an exciting work environment in the Mundo-B Sustainable House, which hosts only NGOs, both international and Belgian. Our building has meeting rooms, a conference centre, plentiful bike parking, a restaurant with an outdoor terrace and two gardens.

Remuneration for the job will be €1.700 - €1.800 gross/month subject to Belgian taxes. Extra benefits include lunch vouchers and reimbursement of local transport costs. The position is subject to a 1-month trial period. To apply, please send a letter of motivation and CV to jobs@climnet.org

****The letter of motivation should clearly demonstrate why you want the job, stating why you wish to work for a climate NGO and how your skills and experience are relevant to the job requirements detailed above.****

Candidates without CMS experience will not be considered for the position and need not apply.

Closing date for applications: **5 September 2010**
Interviews during week of 13 September 2010
Expected start date: as soon as possible thereafter

Phone inquiries (from 18th August) to Cinda Ayachi, Office and HR Manager, +32 2894 4670