



Communications Assistant

Brussels, 8 July 2024

Vacancy

Founded in 1981 and based in Brussels, European Aluminium is member-based association representing Europe's most complete and thriving metals value chain. Our 100+ members, representing more than 600 plants in 30 European countries, include primary aluminium producers, downstream manufacturers of extruded, rolled and cast aluminium, producers of recycled aluminium and national aluminium associations.

Aluminium is a strategic raw material for the EU green transition, being essential for many of the clean technologies needed to deliver this transition, from solar renewable power to alternative fuel cells and hydrogen production to high-voltage cables and batteries. Because of the EU green transition alone, its demand is set to rise massively in the years to come, primarily due to the growth in electric vehicles, solar and wind power, and electricity networks. Our industry is committed to fostering change to accelerate the transition towards a Net-Zero economy, in line with the European Green Deal objectives.

We are looking for a dedicated and skilled individual to join us on this adventure and help us in our communication efforts! Apply for the position and become part of a fantastic work environment where diversity and creativity thrive.

Description

Reporting to the Director of Public Affairs & Communications, the Communications Assistant will support the activities of the Public Affairs & Communications department (PACOM). These include:

Tasks

This is a non-exhaustive list of tasks, which could be adapted or expanded based on the priorities of the association.

- Liaise with the public affairs colleagues to make sure our messages are clear and effective;
- Be responsible for our social media channels (X, YouTube, LinkedIn), with the support of the Senior Communications Manager;
- Create visuals, reels and GIFs to translate our policy messages for an online audience;
- Record and edit videos;
- Regular updates of the website;
- Create ingenious Power Point & Canva presentations;
- Be responsible for our members' internal newsletters;

European Aluminium

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Vacancy: Public Affairs Assistant

- Be responsible for our LinkedIn #Aluminium4Europe newsletter;
- Keep up to speed with digital developments in the communications landscape;
- Support in the organisation of policy debates and events together with the rest of the PACOM team;
- Supporting the team in general day-to-day, including project execution, graphic creation, campaign planning & brainstorming of ongoing & new initiatives.

Experience and skills

- Creative and innovative thinking on how communications contribute to the development of the association, and a proactive instinct to make things happen;
- Higher education degree in communication, political communication, digital communication or similar;
- Excellent oral, writing and communication skills in English;
- Willingness and ability to work on a range of different issues;
- Self-starter and able to work independently, organised and with great attention to details and ability to keep deadlines;
- Experience in creating content for social media profiles and updating websites. WordPress, video editing software (i.e. Adobe Premiere Rush), Photoshop, InDesign experience is a plus. Proficient in MS Office 365, Canva, Mailchimp and key social media platforms (LinkedIn, X, YouTube)

We offer

- A full-time paid internship (*CIP - Convention d'Immersion Professionnelle*);
- A young, dynamic, and professionally enriching international working environment;
- Excellent team spirit and flexible working environment (for real);
- Multiple opportunities for development and learning about EU Public Affairs & Communications;
- Opportunity to work for an industry committed to the EU sustainability and climate agenda;
- Starting date: September 2024;
- Duration: 6 months, with possibility of extension.

How to apply?

Interested candidates should send:

- 2-page max CV;
- 1 page motivation letter;
- Work sample: social media profile/ visual branding/ writing sample etc. - be creative!

Please send your application to Giulia Forgnone, Director of Public Affairs & Communications at: jobs@european-aluminium.eu . Please specify in the subject line of your email your name and the position you are applying to: "Communications Assistant – [Your full name]" .

Deadline for applications: 09 August 2024. Interviews will take place on the week of 26 August preferably in-person in Brussels.

Only short-listed candidates will be contacted.

European Aluminium ensures equal opportunities, treatment and access to all candidates regardless of their sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.