



# Events & Membership Assistant

Brussels, January 2025

## 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 coordinate impactful events, foster strong member relationships, and drive engagement within our association community! Apply for the position and become part of a fantastic work environment where diversity and creativity thrive.

## Description

Reporting to the Community & Events Manager, the Events Assistant will support the planning and execution of events and assist with membership management for our association. This role offers hands-on experience in organizing impactful events, fostering member engagement, and contributing to the growth of our community. Ideal for someone eager to learn and grow in the events and membership field.

## Tasks

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

- Collaborate with the Community & Event Manager to manage European Aluminium's membership, sponsorship, and stakeholder databases, including contributing to the creation of a brand-new membership platform.
- Assist the Event & Community Manager in organising impactful internal and external meetings across Europe, including logistical and administrative support for a major public event in 2025.

- Contribute to creative decision-making processes, bringing fresh ideas and perspectives to the table.
- Support the execution of organisational and administrative arrangements, aligned with European Aluminium's strategic and operational objectives.
- Prepare engaging presentations and comprehensive background notes to support various initiatives.
- Provide design and branding assistance to enhance the association's visual identity and messaging when needed.

## Experience and skills

- The candidate should be recently graduated with a bachelor's degree in administration, event management, communication or any other relevant field.
- Excellent organisational skills and eye for detail.
- Creative and passionate about events.
- Excellent networker and willingness to build up a supportive aluminium network.
- Able to work independently as well as part of a team.
- Proactive and responsive with the ability to quickly understand tasks and situations.
- Strong research skills. Knowledge of how to find information quickly and efficiently.
- Have an excellent command of the Windows Office 365 package.
- Be fluent in both written and spoken English and have good knowledge of at least one other EU language.
- Willingness and ability to travel for the organisation of annual Congress in Europe.
- Studies/knowledge of EU environment legislation will be considered a plus.

## 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, learning about event management and building strong membership relationships.
- Opportunity to work for an industry committed to the EU sustainability and climate agenda;
- Starting date: mid-March 2025;
- Duration: 6 months, with possibility of extension.

## How to apply?

Interested candidates should send:

- 2-page max CV;
- 1 page motivation letter;

Please send your application to Méлина Kotsaridis, Community & Events Manager at: [jobs@european-aluminium.eu](mailto:jobs@european-aluminium.eu). Please specify in the subject line of your email your name and the position you are applying to: "Events & Membership Assistant – [Your full name]".

**Deadline for applications: 21 February 2025.**

**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.*