



Junior Public Affairs and Communication Officer

We are looking for a Junior Public Affairs and Communication Officer to develop and implement the Public Affairs and communication strategy, explore new communication opportunities, and actively contribute to the lobbying efforts.

We are the European Fruit Juices and Nectars Association. We represent the interests and promote the sector by engaging with EU Institutions and other relevant organisations and stakeholders.

The Position

We are looking for a motivated, proactive and independent young professional, with experience in digital communication and European policies. This is a position suitable for someone who has already completed an internship in communications, public relations or European policies and who has a first experience in a European association or European institution. You will be supported by a group of international experts from various companies across the industry, while reporting directly to the Secretary General.

Responsibilities:

As part of an international team and in defence of the interests of the fruit juice sector, Public Affairs is an important component in stakeholder communications. You will use traditional communication tools as well as digital social media tools to develop connections with a wide variety of internal and external stakeholders. You will be responsible for multi-channel communication, to increase the impact of the association and bring new insights to our digital media approach to deliver to the strategy.

Specific tasks

A. Public affairs

- a. Contribute to define the association's PA strategy with the dedicated internal committee
- b. Manage the association's daily public affairs activities
- c. Develop and promote the association's image and visibility
- d. Engage with various stakeholders
- e. Externally represent the association and the industry
- f. Provide support to the Secretary General and AIJN staff

B. Communication

- a. Communication strategy – planning and execution
- b. General communication towards members, stakeholders and providers
- c. Provide creative material for internal and external communication efforts including online publications, ad hoc documents, website, Social Media visuals
- d. Website maintenance and community management on Association Social Media channels (Twitter, LinkedIn)

- e. Provide support to the Secretary General and AIJN staff as needed, including communication platforms, messaging and visuals
- f. Newsletter management – design, content creation with AIJN staff, distribution and follow-up
- g. GDPR coordination for AIJN

C. Event coordinator for the annual conference ‘Juice Summit’

- a. Coordination between partners, suppliers and organizers
- b. Administrative support, meeting coordination and follow-up
- c. Internal and external communication around the event
- d. Sponsors and speaker management (mailings, follow-up)

Key requirements for the role include:

You should have a relevant university degree, bachelor’s degree or equivalent with a focus on (digital) communications, European policies or related fields. As you will, over time, be co-responsible for our association’s image and interacting with our members and stakeholders from all over Europe and beyond, we expect great interpersonal skills, attention to detail, as well as outstanding verbal and written communications skills. Our working language is English. You should be proficient in office management software and ideally also design software.

Your profile should match the following requirements:

- Education in communication, public affairs, European policy studies or comparable
- Minimum 2-3 years of relevant experience in communication, ideally public affairs in a European institution
- Previous experience working in and/or a solid understanding of:
 - EU policy-making processes
 - EU public affairs and advocacy work
- Excellent social media skills and insights
- Excellent analytical skills
- Excellent English language skills (native or near-native level) and advanced writing and editing skills in English
- Service-oriented mind-set and strong focus on meeting the needs of Members
- Proven capacity to deal with stakeholders and broker common positions
- Strong inter-personal, external networking, negotiation and persuasion skills
- Strong organisational skills, and the ability to manage time and to work to deadlines
- Pro-active, flexible and ‘hands on’ approach to work.

What we offer?

We can offer long term contract either in an employee setting including additional benefits such as meal vouchers, holiday allowance, travel, hospital and group insurances. The position is located in Brussels.

How can you apply?

You can apply by sending **your CV and a cover letter** to jessie.verbraekel@aijn.eu Your cover letter (one-pager) should outline your **suitability** and **motivation** for the post. It should explicitly reference how your profile matches the different job requirements described above. Please also include with your application the names and contact details of two people (ideally a current or former line manager or supervisor) who could provide a reference in case you are short-listed for an interview.

A position available from March 2024.

Further Information

Please direct for a detailed job description to jessie.verbraekel@aijn.eu. More information on AIJN can be found on the website at www.aijn.eu

PROTECTION OF PERSONAL DATA

The personal data (CV, motivation letter, etc.) you communicate to Science Europe will be registered and stored in our database. For more information concerning the processing of your personal data, please consult our Privacy Policy which is provided on demand.