

PRESS & INFORMATION ASSISTANT

JOB CONTENT

- Edit and update the Delegation's website content;
- Assist the Press officer with regard to the Delegation's and/or the Head of Delegation's social media content (Twitter, Facebook)
- Format the lay-out and distribute the Delegation's electronic newsletter, including distribution lists
- Prepare and distribute information material to the local media and the general public;
- Assist in the preparation of public events;
- Organise the European Union Visitor Programme participation from Canada
- Organise the selection of interns and act as their point of contact
- Manage the Delegation's stock of promotional material
- Assist in the preparation of contracts under the Press and Information budget
- Register, filter and store documents in the appropriate systems;
- Any other task requested by the Head of Section or Head of Delegation with regard to the Delegation's mandate

EDUCATION

- Upper secondary education.

EXPERIENCE

- Minimum three years of work experience in a relevant field (media, communication, organisation of public events).

KNOWLEDGE

- Thorough knowledge of communication techniques (including electronic publishing and social media);
- Fair knowledge of EU history and current priorities
- Basic knowledge of archiving methods;
- Basic knowledge of contract-related issues;
- Excellent level of computer literacy.

SKILLS

- Excellent command of English and French;
- Capacity to work in a multicultural team, showing good interpersonal skills;
- Excellent communication skills, with both internal and external contacts;
- Rigorous mindset, conceptual ability and clarity of analysis;
- Ability to carry out tasks and draft flawless, concise and clear documents, even when working under pressure, and to respond quickly to new demands;
- High degree of confidentiality, rigor and responsibility when dealing with EU-related information.