

## **Communications Assistant (6 months contract)**

*The American Chamber of Commerce to the European Union (AmCham EU) speaks for American companies committed to Europe on trade, investment and competitiveness issues. It aims to ensure a growth-orientated business and investment climate in Europe.*

### **Job Description:**

AmCham EU is seeking a dynamic young professional to support its internal and external communications activities. The Communications Assistant will support members of the team to manage communications channels, produce written content for a range of audiences and coordinate editorial projects. She/he will have the opportunity to develop skills in the field of communications and campaigns at EU level.

### **Main tasks:**

- Written communications – writes and/or edits internal and external communications, including articles, correspondence and corporate materials;
- Digital communications – supports the production of daily and weekly newsletters as well as updates the website;
- Social media – produces and/or writes for social media accounts such as Twitter, Facebook and LinkedIn;
- Research – research and disseminate information on key EU issues; and
- Support and information – provides support on a range of communications projects, including campaigns and publications, and manages information flows.

### **Qualifications/Skills/Experience Required:**

- Outstanding writing and editorial skills, ideally with proven experience;
- Good understanding of social media management;
- Some understanding of EU policy;
- Strong organisational and administrative skills;
- Excellent interpersonal skills and diplomacy;
- Experience with content marketing platforms and content management systems;
- Knowledge of WordPress and the Adobe Creative Suite a plus;
- Ideal candidate will have less than 2 years of professional experience.

### **Languages:**

Fluent English (both written and spoken); another EU language an advantage

**Start date:** as soon as possible | **Duration of contract:** six months (possible extension)

**To apply:** Interested candidates should send a cover letter and CV (maximum two pages) by e-mail to [contentvacancy@amchameu.eu](mailto:contentvacancy@amchameu.eu) with **Communications Assistant** in subject

**Deadline for applications: 31 August 2020 (COB)**

*Please note that due to the large volume of applications we receive, AmCham EU will contact only successful candidates.*

*AmCham EU is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at AmCham EU are based on business needs, job requirements and individual qualifications and merits, without regard to race, ethnicity, color, gender, age, marital status, disability, sexual orientation, religion or beliefs.*