

2x Policy Advisers

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. AmCham EU facilitates the resolution of transatlantic issues that impact business and plays a role in creating better understanding of EU and US positions on business matters. Aggregate US investment in Europe totalled more than €2 trillion in 2018, directly supports more than 4.8 million jobs in Europe, and generates billions of euros annually in income, trade and research and development.

Job Description:

Responsible for the day-to-day organisation and advocacy work of AmCham EU committees, each comprising business professionals representing companies of American companies committed to Europe on trade, investment and competitiveness issues. The Policy Advisers acts as a focal point for committee activities. He/she will report directly to the Policy Manager.

Main tasks:

- Develop close relationships with key EU officials and stakeholders;
- Oversee the production and dissemination of policy papers and other advocacy materials;
- Works collaboratively with our Press and Communications team;
- Organise activities including meetings, conferences, seminars and visits;
- Research and disseminate information on key EU issues for the membership; and
- Manage all information flows;
- Provide strategic advice and guidance on policy matters.

Qualifications/Skills/Experience Required:

- Required experience a solid understanding of the EU legislative process;
- Previous experience of managing an advocacy campaign;
- Understanding of EU environment policy, EU security, healthcare, competition, defence and space policy an advantage;
- Work experience and proven interest in European and international affairs;
- University degree in European affairs, politics, foreign affairs and/or international relations;
- Excellent writing and interpersonal skills and diplomacy; Work well in a dynamic team;
- Strong organisational and administrative skills; Computer literacy (particularly Word and CRM);
- Ideal candidate will have less than 4 years of professional experience.

Languages:

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

Start date: September 2020 preferably.

To apply: Interested candidates should send a cover letter and CV (maximum two pages) by e-mail to policyvacancy@amchameu.eu with **POLICY ADVISER** in the subject line.

Deadline for applications: Monday 31 August 2020.

While we appreciate the interest of all candidates, only shortlisted candidates will be contacted. No phone calls please.