

Content Adviser

*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 motivated self-starter, with an interest in EU policy and transatlantic relations, to manage and produce internal/external communications to members and stakeholders. He/she will create policy content & undertake research and also he/she will check quality of policy content and accuracy and relevance of content produced.

Main Tasks:

- Works across teams and with members to coordinate plans related to events and ensures high quality written content;
- Writes speeches/prepares speaking points;
- Authors articles;
- Edits & reviews position papers for content/quality/relevance;
- Work with Design & Production Specialist for design/layout/production/distribution and, together with our Communications Specialist, reach target audiences both internal & external (distribution).

Qualifications/Skills/Experience required:

- Proven writing skills adaptable to a variety of audiences with an eye-for-detail;
- Proven flexible writing styles & skills; concise, clear & precise;
- Proven editorial skills;
- EU policy knowledge & understanding of EU environment;
- Ability to conduct research & analysis;
- Publishing experience (preferred);
- Knowledge of and interest in EU policy;
- Strong organisational skills and able to meet deadlines;
- Team player able to work both independently and collaborate well with colleagues;
- Ideal candidate will have between 2-3 years' experience.

Languages: Fluent English; another EU language is an asset.

Start date: October 2018 (preferably)

To apply:

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

Deadline for applications: Friday, 31 August 2018

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