

# Job description

## Communications Manager

The European Steel Association (EUROFER AISBL) is looking for a **Communications Manager** to lead the Association's external outreach efforts.

### **About EUROFER:**

EUROFER is located in Brussels and was founded in 1976. It represents almost the entirety of steel production in the European Union. Its members are steel companies and national steel federations throughout the EU.

The European Steel Association is led by a Director General, supported by around twenty full time staff. The presidency of the European Steel Association is held on a rotating basis by its members.

The European Steel Association is recorded in the EU transparency register: 93038071152-83.

### **Preferred start date:**

1 September 2021

### **Experience level:**

5-8 years

### **Reporting to:**

EUROFER Director General

### **Tasks:**

- Development and implementation of the EUROFER communications strategy.
- Projection of EUROFER messages publicly and to targeted audiences.
- Enhancing relations with media and serving as media contact.
- Act as spokesperson, handling all aspects of EUROFER media relations.
- Drafting of press statements, articles, advertisements, speeches and presentations.
- Proofreading and editing of EUROFER publications and written output.
- Organisation and coordination of EUROFER publications.
- Organisation of EUROFER seminars and events.
- Day-to-day content management of EUROFER's website.
- Internal communication to EUROFER members about EUROFER activities.
- Management of EUROFER communications group and linking with members.

- Social media management.
- Attend relevant meetings, both internally and externally.
- Act as a knowledge base and contact point for external stakeholders.
- Daily press clippings, as required.
- Reporting directly to the Director General.

### **Qualifications and experience**

- Bachelor's degree or higher in communications, marketing, political science, economics or equivalent subjects.
- 5-8 years of experience in a similar communications role.
- Trade association experience and knowledge of industrial affairs (not necessarily steel) will be an asset.
- Understanding of EU affairs and the work of the EU institutions
- An ability to juggle many different workstreams and topics; excellent organisational skills and the capacity to work unsupervised.
- Creativity and own-initiative driven.
- Native-level English is essential; Good knowledge of other key EU languages would be an advantage.
- High quality drafting, editing and proofreading skills. An ability to write good copy is essential.
- Knowledge of website CMS systems.
- Understanding of the dynamics of social media.
- Past experience organising events (physical and online) essential.

### **Tenure:**

This contract is for a full-time position with a permanent contract (CDI).

### **Offer:**

EUROFER offers an attractive working environment with many additional perks. These include an attractive salary, public transport within Brussels, lunch vouchers, pension-group, possibility for partial telework, mobile phone, laptop, etc.

### **Apply:**

Please write to [charles@eurofer.eu](mailto:charles@eurofer.eu) to apply for this position. Please use email subject line "EUROFER Communications Manager Application".

Your CV must not exceed two pages (no EUROPASS) and your cover letter, in English, must not exceed one page. Applications that do not respect the above conditions will not be considered.

Deadline date for applications: **31 July 2021**. Only shortlisted candidates will be contacted.