



Job title

Communication Officer

Job purpose

Responsible for the ACE communication strategies and digital campaigns, raising awareness of activities, publications and events.

Duties

- Draft contents for digital media (newsletters, press releases), printed media (report, studies, press articles) and create audio-visual objects to bolster Social Media posts and infographic;
- Manage and update websites, multiple Social Media accounts and CRM for the association and other H2020 projects;
- Oversee production of publications, promotional materials (brochure, flyers, posters) and audio-visual projects. Supervise the work of consultants and sub-contractors;
- Participate to the organisation of events, lead the promotion strategy, oversees IT during and integrate technical solutions;
- Oversee ACE communications with its Member Organisations, work groups and Executive Board.

Education & skills required

- University degree in a relevant subject area plus some experience of working in a European, national or membership organisation;
- Excellent knowledge of website CMS (Typo3 and WordPress), CRM (including Mailchimp), Social Media management, Google Suite (Analytics, Form, etc) and SEO techniques;
- Graphic design (Photoshop) and video editing skills;
- Strong presentational & communication skills (oral and written);
- Organisational skills and cure to details;
- Self-motivating but also able to work in a small team;
- Excellent knowledge of English & French (other languages an advantage);
- Some knowledge of the architectural profession / architecture policy is desirable.

Working conditions

Work is based in Brussels, with the occasional need for evening or weekend work, and occasional travel necessitating overnights stays in other EU Member States.
The ACE offers a Gross monthly salary of €3,000 plus lunch vouchers, eco vouchers, private health care.

How to apply

Please send your CV (1 page max), a motivation letter (1 page max) and an idea or communication concept for ACE (1 page max) to application@ace-cae.eu by **23 June 2019**.

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