



EDA, the voice of the milk processing industry (<http://eda.euromilk.org/home.html>) in Brussels is looking for an ambitious, motivated and experienced

## Communication Officer

Reporting to the secretary general, main responsibilities will include:

- **Project manager of the Wheyforliving digital platform:**
  - Manage the communication strategy of the project
  - Drive annual ideations to develop catalogue of ideas with members
  - Coordinate the entire production line of multimedia creations with external PR agency
  - Monitor the platform incl. website, social media channels and digital campaigns
  - Monitor the annual budget and invoicing
  - Analyse and report on the performance of the platform
- **Web and social media communication:**
  - Manage the association's website and its content
  - Manage the EDA Twitter and LinkedIn channels
- **Creator and/or designer of communication materials:**
  - Copywriting and design of a wide range of publications
  - Creation of social media visuals
- **Events promotion:**
  - Social media coverage
  - Follow up with the press
  - Logistic, technical and IT support
- **Press:**
  - Daily media monitoring
  - Be the main point of contact for journalists (events, press queries...)

### Skills:

- Project management
- Publication layout and design
- Website content management (CMS)
- Social media management (channels and campaigns)
- Visual creations, graphic design
- Strong command of Microsoft Applications (Word, Publisher, Excel...)

### Profile:

- Excellent command (close to mother tongue level) in English and additional languages are clearly an asset
- Strong communication and negotiation skills
- Well-organised, respect project timelines
- Digitally savvy, passion for new communication trends
- Creative and keen to regularly initiate new ideas
- Able to work on own initiative and take up his/her responsibilities, capable to prioritize
- flexible, stress-resistant, and dynamic team player, hands-on and reliable
- ideally 3 years of work experience in a similar role

We offer:

- an interesting, dynamic and international work environment and insight into the functioning of a vibrant industrial sector;
- a fixed contract (Belgian CDI);
- salary and benefits will depend on qualifications and experience.

How to apply:

Interested applicants are invited to send their full CV and motivation letter in English **by Friday, 7 April 2023** by email to Mrs Claudine Hansen at [chansen@euromilk.org](mailto:chansen@euromilk.org), mentioning the following

. in the email subject line: **EDA Communication Officer**;

. *in the body of the email: "I hereby consent that my personal data is processed by EDA for recruitment purposes", so that we have your written consent to follow up on your application;*

. *and mentioning salary expectations and earliest possible starting date.*

Please note that only shortlisted candidates will be contacted.