



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

Communication Officer

reporting to the secretary general.

The successful candidate will be in charge of

- **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 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 to inform staff about latest news
 - 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 (eg. Photoshop)
- Strong command of Microsoft Applications (Word, Publisher, Excel...)

Profile:

- At least 3 years work experience in a similar role
- Excellent command up to mother tongue level in English and additional languages are clearly an asset
- Strong communication and negotiation skills
- Well-organised, respect clear 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 prioritise
- flexible, stress-resistant, and dynamic team player, hands-on and reliable

We offer:

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

How to apply:

Interested applicants are invited to send their full CV and motivation letter in English **by Monday, 11 January 2021** by email to Mrs Claudine Hansen at 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.