

Communications and Events Assistant

Position closing date: 12.08.2022

Location: Brussels

Hours: Full time

Starting date: As soon as possible

About CLERENS

CLERENS is a leading public affairs and communications consultancy based in Brussels, specialised in advocacy, political and regulatory risk assessment, public funding, and strategic communications. CLERENS consultants have an in-depth expertise in energy, environment, climate, and mobility.

Position Summary

The Communications and Events Assistant will support the work of the Communications and Events team, assisting in the organisation of events, and creation and development of different printed and online communication materials.

Main Duties:

- Logistical support in the framework of events and meetings organisation (support in contacting speakers, participants, sponsors, etc.);
- Conducting research and drafting documents, presentations, and other communications material;
- Liaising with venues;
- Preparing, managing, and updating the websites, databases, and mailing lists;
- Support in any other activities related to the organisation of events;
- Active contribution to the day-to-day operations.

Requirements and Competencies:

- Previous experience in event organisation and management;
- Excellent written and oral communication skills in English (French is a plus);
- Proficiency with MS Office and Social Media. Ability to use the Adobe Suite at intermediate level;
- Ability to use website building tools (WordPress, Wix,);
- Ability to independently develop and implement a social media calendar to promote events;
- University or advanced degree;
- Excellent organisational skills;
- Creative and independent;
- A previous working experience in an international environment;
- Ability to manage stress, multiple deadlines and effectively prioritise workload;
- Proactive, positive attitude, flexible, team player.



We offer an internship in a stimulating and dynamic international environment. A limited reimbursement will be granted. Candidates must be eligible for a [Convention D'immersion Professionnelle](#) (CIP).

Please send a **motivation letter** and **CV** (max. 1 page each – due to the expected high number of applications longer applications will not be taken into account) by email in **English** with the title **Communications and Events Assistant** at info@clerens.eu.

Be aware that applications are reviewed continuously upon arrival; therefore application as soon as possible is advisable.