



Paid Communications Assistant

Position closing date: 21.08.2022

Location: Brussels

Hours: Full time

Starting date: September (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 Assistant will support the work of the Communications Officer, assisting in the creation and development of different printed and online communication materials for [EASE – The European Association for Storage of Energy](#).

Main Duties of the Assistant

- Logistical support in the framework of events and meetings organisation;
- Conducting research and drafting documents, presentations, and other communications material;
- Preparing, managing, and updating social media, the websites, databases, and mailing lists;
- Active contribution to the day-to-day operations.

Requirements and Competencies

- Strong passion for communications, interest in learning about energy storage topics;
- Attention to details, excellent written and oral communication skills in English. French is a plus;
- Proficiency with MS Office and social media;
- Familiarity with InDesign, Photoshop and Canva;
- University or advanced degree;
- A previous working experience in an international environment;
- Ability to manage stress, multiple deadlines and effectively prioritise workload;
- Proactive, positive attitude, flexible, team player;
- Experience or interest in event organisation.

We Offer

- 6 months internship with € 900 net salary per month;
- 3 days in the office and 2 days working from home (in Belgium);
- A stimulating and dynamic international environment.

CLERENS

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Please note that the 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 Assistant** at info@clerens.eu. Be aware that applications are reviewed continuously upon arrival; therefore, application as soon as possible is advisable.