

Communications and Events Assistant

Position closing date: 31.01.2023

Location: Brussels

Hours: Full time

Starting date: as soon as possible

Candidates must be eligible for a [Convention D'immersion Professionnelle](#)

Position Summary

The Communications and Events Assistant will join CLERENS Communications and Events department and will work under the guidance of a Communications Consultant.

As a Communications and Event Assistant within CLERENS, your main responsibilities will include:

Implement communication strategies:

- Conducting research and drafting articles, reports, presentations, and other communications material;
- Designing and editing printed material;
- Managing and updating client's website, social media, databases, and mailing lists;
- Contributing to the day-to-day operations.

Providing logistical support during events and meetings:

- Creating speakers/participants/sponsors databases and mailing lists, and contacting them as requested;
- Designing promotional material;
- Printing supporting material;
- Performing administrative tasks.

Requirements and Competencies

- **Candidates must be eligible for a [Convention D'immersion Professionnelle \(CIP\)](#);**
- Previous experience working in a consultancy, EU association or similar in the field of environment and energy or mobility;
- Previous experience in event organisation;
- Working knowledge of MS Office, Mailchimp, WordPress, Zoom and social media;
- Ability to use website building tools (WordPress, Wix,);
- Excellent organisational skills;
- Proactive, positive attitude, flexible, team player;
- Good presentation skills;

- Fluency in English, any additional European languages are an asset;
- University or advanced degree.

We Offer

- 6 months internship contract with € 900+ net salary per month;
- Possibility to work from home in Belgium 2 days a week;
- A stimulating and dynamic international environment;
- Opportunities to develop skills and understanding of the fast-moving energy sector.

Candidates must be eligible for a [Convention D'immersion Professionnelle](#) (CIP).

Please send a **motivation letter** and **CV** (max. 1 page each – longer applications might not be taken into consideration) 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.

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.