



## Communications Assistant

### Job description

The Buildings Performance Institute Europe (BPIE) is a not-for-profit think-tank with a focus on independent analysis and knowledge dissemination, supporting evidence-based policy making in the field of energy performance in buildings throughout Europe and beyond, [www.bpie.eu](http://www.bpie.eu).

BPIE has a multifaceted approach to achieving efficiency improvements in buildings, and promotes policy support to further improve regulatory measures, financial incentives and market conditions that lead to the construction and retrofit of buildings with a high energy performance. BPIE provides open-source research, analysis, knowledge-sharing and advisory activities to the European Institutions, policymakers in EU Member States and neighbouring countries, the scientific community as well as private sector stakeholders and civil society. In addition to its pan-European activities, BPIE is running programmes in selected member states.

The BPIE team is a multi-national and dynamic group of dedicated individuals, sharing a results-oriented and analytical work culture in a trustful and open-minded atmosphere. BPIE is extending its team and offers the opportunity to contribute to the further expansion and development of our work in an exciting environment in Brussels/Berlin.

**Reporting to the Head of Communications, and under the supervision and guidance of the Senior Communications Manager, the responsibilities and development areas of the Communications Assistant are:**

#### PRINCIPAL RESPONSIBILITIES

- Support the implementation of BPIE's communication strategy and projects' communication commitments
- Support Communications Team in developing communications material for various EU-funded projects
  - Develop newsletters – drafting content and implementing layout on Mailchimp
  - Support in managing project websites
  - Draft promotional material (brochure, factsheets, posters, infographics, video);
  - Draft articles and press releases disseminating projects' updates, news and events
  - Support in developing communication and dissemination strategies, including projects' identities and websites;
- Edit and design publications (policy or research oriented), brochures, newsletters and other print or digital communication material dedicated to large-scale dissemination for BPIE projects, including various Horizon2020-funded projects
- Draft articles and texts for BPIE's website, newsletters and other print or digital communication materials dedicated to large-scale dissemination (mainly in English)
- Monitor BPIE media and press coverage and prepare relevant reporting and statistics
- Provide support for the logistic organisation of conferences and other events or meetings (incl. travel/accommodations and catering arrangements) and manage the event calendar



- Manage BPIE's CRM system
- Liaise directly with third-party service providers (web designers, graphic designers, proofreaders) and maintain strong professional relationships
- Support the website / BPIE's Social Media accounts, maintenance and reach expansion
- Perform any other related duties as agreed with the Senior Communications Manager

#### **INTERNAL WORKING RELATIONSHIPS AND ROLES**

- Reports to Head of Communications
- Supports Senior Communications Manager and Communications Manager in developing key project outputs, in particular with regard to newsletters, brochure and publication development
- Liaises with relevant members of the BPIE research team with regard to developing project outputs including publications, brochures, and infographics
- Occasionally supports members of BPIE research team to develop presentations

#### **EXTERNAL WORKING RELATIONSHIPS**

- Develops and maintains strong relationships with project consortiums, relevant project stakeholders and media as needed
- Develops and maintains relationships with third-party providers (web and graphic designers, proofreaders)

#### **REQUIRED QUALIFICATIONS AND SKILLS**

- **Experience: 1-3 years**
- Native level English (written and spoken)
- Native level German (written and spoken) in addition to English is strongly preferred; other languages (French, Spanish, Italian, Polish, Romanian.) are an asset
- Excellent writing skills for different purposes and ability to think critically
- Solid know-how with Mailchimp and various CRM tools
- Strong organizational skills and ability to juggle multiple tasks and prioritize
- Motivation to learn on the job, hone and acquire new skills, particularly related to digital communications
- Knowledge of EU buildings, energy, and climate policy context
- Creative, resistant team player with ability to work independently and have fun while doing it
- Passionate about contributing to the fight against climate change
- Some European travel may be required in this role once COVID-related national and organisational travel restrictions are relaxed.

#### **CONDITIONS**

The ideal candidate would be located in Brussels or Berlin. BPIE offers a permanent full-time contract under the Belgian or German employment law. Attractive package includes benefits, aligned with experience and skills. Expected starting date ASAP.



## **YOUR APPLICATION**

Please send your CV and a cover letter explaining your experience and motivation in English to Anne-Sophie Nollet, [annesophie.nollet@bpie.eu](mailto:annesophie.nollet@bpie.eu) before January 17, 2021.

Early application is highly recommended.

**Please make sure to include the job title “Communications Assistant” and your name in the subject line of the email.**

Please note only shortlisted candidates will be contacted and invited for interviews.

All applications will be treated confidentially. We will store your information unless you specifically request otherwise.

**While we will take all received applications into consideration, we regret that we are able only to communicate with those candidates selected for interview. If you have not heard from us within 2 weeks of the closing date, we will not be shortlisting you on this occasion.**

**Please, no telephone calls.**