



BPIE is hiring a Communications Officer!

ABOUT BPIE

As a prominent think tank with offices in Brussels and Berlin, BPIE (Building Performance Institute Europe) has been leading the conversation on buildings and climate since 2010, making the case for ambitious, human-centric policies that will bring the built environment in line with global and European climate objectives. This is a unique opportunity to work for a values-driven employer with an excellent reputation in Brussels and globally, who works (and plays!) hard, and encourages creativity and diversity in our team.

ABOUT THE JOB

BPIE is looking for a motivated, versatile and experienced communications professional to support the team in Brussels in the day-to-day management and implementation of BPIE's communication work. This position is an excellent opportunity to showcase a variety of communications skills such as event organisation, digital communications (social media and website management), and impact-driven dissemination of BPIE's research and advocacy outputs. The communications officer will support the work of the BPIE communications team and work closely with all BPIE team members (research, communication, and operations). We are looking to fill a 100% full-time engagement (i.e. working 5 days per week), but there is flexibility on this for the right candidate. We are looking for someone to start ASAP in 2026 and before the end of Q1.

RESPONSIBILITIES

Digital communications, content creation & editorial support

- Lead communication activities for a diversity of projects, including EU LIFE, Horizon Europe, and philanthropically funded projects. This includes budgeting for activities, monitoring engagement and reporting to project partners.
- Draft, edit and format BPIE communications materials, including blog posts, social media content, newsletters, press releases, project landing pages and updates to the website. Do the same for project-related communications materials and platforms.
- Support the development of policy/research-oriented assets (e.g. factsheets, briefs, infographics, social cards, presentations) and manage proofreading and graphic design contracting for BPIE publications by liaising with external service providers as needed.

Event & project support

- Organise memorable events: webinars, policy events, conferences, and press briefings that get people talking! Oversee end-to-end production including venue research and booking, event management logistics, preparing invitations and promotional material,



managing registrations, publishing post-event communications, and manage attendee follow-up.

- Contribute to the preparation of project proposals.

Monitoring & reporting

- Monitor media mentions, social media trends and press coverage of BPiE; prepare analytics and reporting.
- Support documentation and reporting of communication deliverables for EU-funded projects.

REQUIRED QUALIFICATIONS

- Higher education or equivalent professional training in relevant discipline, such as communication, public affairs, political science, or graphic design
- Experience: a minimum of 2 years' experience in a similar role
- Native-level (C2) English (written and spoken)
- Any other languages (especially German, French, Spanish, Italian, Polish, Romanian) in addition to English are an asset
- Excellent writing skills for different purposes and ability to think critically
- Social media literacy and experience with analytics are a bonus
- Organisational skills and ability to juggle multiple tasks and prioritise
- Well organised and strong attention to detail
- Motivation to learn on the job, hone and acquire new skills, particularly related to digital communications
- Creative, team player with ability to work independently and strong personal commitment to excellence passionate about contributing to the fight against climate change, and securing fair and affordable housing in Europe
- Knowledge of EU buildings, energy, and climate policy context is a strong asset
- Ability and willingness to travel occasionally, primarily in Europe

TERMS AND CONDITIONS

- A 6-month and full-time contract, with intention to extend based on funding resources available and a performance review at the 5-month mark
- The role will start as soon as possible in 2026 and no later than the end of Q1 (i.e. the 31st of March) – we're willing to wait a bit for the right person to join our team!
- The office is located in the Trône/Arts-Loi area in Brussels and is therefore very easily accessible by public transport (metro, tram, train and bus)



- A competitive and comprehensive salary and compensation package in line with the sector, including hospitalisation and pension insurances, homeworking allowance, meal vouchers, public transportation reimbursement, team building activities, trainings, fruit baskets and coffee, etc.
- Flexibility is provided with up to 3 days of homeworking per week, remote work from abroad, flexible working schedule with core hours based on a 38h per week contract
- A challenging and inspiring role in a leading think tank recognised in Brussels and internationally, working on one of the most pressing topics of our time – climate change
- The chance to develop own initiatives, to have real responsibilities and autonomy, to implement strategic actions, and to have a real impact on the development of the organisation
- The opportunity to work with a diverse range of stakeholders from across the buildings value chain, to learn and gain technical expertise in this field
- A supportive and dynamic work environment with highly cooperative and friendly teammates who are committed to fighting climate change and having fun in the process

APPLICATION PROCESS

Applications (One PDF with CV + cover letter) should be submitted in English and online via [this online application form](#) no later than the **4th of January 2026 (23:59 Brussels time)**.

The interview process will take place in 2 rounds. The first round of interviews will be planned for short-listed candidates in January 2026 and, if successful, will lead to a second interview. A written test may be organised for the 2nd round.

The information provided in the applications is subject to EU legislation on protection of personal data and confidentiality of information. Applications will be treated in the strictest confidentiality.

At BPiE, we are committed to promoting equality and diversity within our organisation and ensuring equal opportunities in recruitment. We believe in equal opportunity regardless of race or racial group (including colour, nationality, ethnicity, national origins), religion or belief, age, disability, sexual orientation, gender reassignment and gender identity, marriage and civil partnership, pregnancy, maternity, and paternity. All hiring decisions are based solely on merit. We encourage everyone to apply, even if they do not meet all the criteria.

Under the General Data Protection Regulation (GDPR) (EU) 2016/679, BPiE has a legal duty to protect any information collected from applicants. Information contained in applications may be privileged or confidential and is intended for the exclusive use of the recruiting process.