



The European Partnership
for Alternative Approaches to Animal Testing

The Industry Secretariat of the European Partnership for Alternative Approaches to Animal testing (EPAA) is looking for

A Communication Manager (M/F).

The Brussels-based position is full time under a contract signed with A.I.S.E., the International Association for Soaps, Detergence and Maintenance products and will report directly to the EPAA Industry President.

Job description

You will:

- Enhance and implement the communications strategy of EPAA;
- Steer the internal communications between EPAA industry partners (companies and associations) and the industry secretariat;
- Liaise with European Commission partners of EPAA on a daily basis;
- Manage all external communication initiatives in consultation with the co-chairs and the Industry Project Manager, including peer-reviewed publications, press releases, website updates, guest op-ed columns, leaflets, newsletters, social media activities etc.;
- Coordinate/lead the reporting activity of EPAA, including: annual report, flash reports from workshops, factsheets, etc.;
- Organise events such as experts workshops, ad-hoc forums for the EPAA partners and the EPAA annual conference;
- Manage the organization of EPAA prizes, including: call for submissions, nomination of experts, and evaluation processes;;
- Support the co-chairs with speechwriting, preparation of slides decks, speaking notes, etc.;
- Represent EPAA in external workgroups and ensure EPAA is well placed on the European affairs map.

The successful candidate will be a professional demonstrating the following experience and competencies:

- Master's degree in communication, political science, European studies or related area;
- Preferably 1-3 years of relevant work experience;
- Experience in the European institutions is an asset;
- Full professional proficiency in English; French and/or German are an asset;
- Excellent written and oral communication skills;
- Ability to interface scientific and political issues,;
- Excellent IT (full proficiency with MS Office a minimum), desktop publishing, web management and social media skills;
- Good planning and organizational skills.

Required personal qualities:

- Ability to work within a small team;
- Understanding of European politics;
- Acumen for science;
- Proactive behaviour;
- Ability to meet challenging deadlines;
- Curious and a quick learner;
- Members servicing driven;
- Multitasking skills.

What we offer

- Competitive salary depending on experience;
- Open-ended work contract;
- Extensive network of contacts with EU institutions and industry stakeholders;
- An opportunity to make a difference as a part of a small team.

Application process

Please send your application letter and detailed CV **before January 10th 2018** to Martine Reby at A.I.S.E.: martine.reby@aise.eu. Shortlisted candidates will be contacted before January 20th. All applications will be handled with full confidentiality.

The start date is as soon as possible, ideally before March 2018.