

Vacancy

Junior COMMUNICATIONS OFFICER

FOREWORD

Representing more than 700 aircraft operators, ground services, business airports and the wider ecosystem around business aviation, the European Business Aviation Association (EBAA) exists to enable responsible, sustainable growth for business aviation, enhancing connectivity and creating opportunities.

EBAA was founded in 1977 to defend the interests of business aviation and provides value to its members and society by promoting best practices in safety and environmental sustainability, efficient and proportionate rule-making and increased connectivity within Europe.

YOUR ROLE

EBAA has a small team of international professionals based in our Brussels office, who support our European members. The position will be based in our beautiful offices but also requires some European travels.

As Communications Officer you will report to Róman Kok, the Communications Manager within the public affairs team of EBAA. As part of this team, you are responsible for helping develop and deliver excellent communications on EBAA's work. As Communications Officer you will also coordinate closely with association's policy experts.

RESPONSIBILITIES

- You support EBAA's digital communications channels on a daily basis, developing and designing relevant and interesting content;
- You manage EBAA's weekly internal and external newsletters in a consistent and timely manner;
- Deliver on campaign and advocacy objectives, in collaboration with policy and communications colleagues, and where applicable project partners;
- You monitor information relevant to EBAA's priorities and network, and ensure its rapid dissemination;
- You produce and support content preparation for various EBAA's communications channels/purposes;
- In coordination with the EBAA data department, you help with developing and implementing an effective strategy to enhance EBAA's impact online, e.g. through web analytics reporting;
- You ensure sure that EBAA's databases and mailing lists are maintained and up to date in coordination with the membership team;
- Draft press releases and other relevant materials for national and international media;
- Coordinate new media inquiries by journalists and other stakeholders and report on EBAA's press coverage;
- Updating, maintaining and developing EBAA's website;

- Supporting EBAA's events onsite throughout Europe.

Skills and experience

- Up to three years of experience in EU Advocacy, Association Communications or a relevant field;
- A degree in a relevant field; such as Communications, Political Sciences and/or European Studies;
- Competency in CMS (WordPress), Mailchimp, social media and other relevant communications tools;
- Understanding of EU (transport) policies and decision-making processes is considered an asset;
- Familiarity with Brussels-focused EU media landscape;
- Ability to communicate persuasively and explain complex and technical information clearly and succinctly;
- Ability to work both autonomously and as part of a team;
- Ability to build productive working relationships with people from different cultures and backgrounds;
- Native-level command of English required, other EU language(s) an asset;
- Interest in, and a passion for, aviation is considered a plus;
- Be excited about working to promote the interests of the European business aviation community.

TO APPLY

Please submit your application (CV with a cover letter) to hr-and-admin@ebaa.org.

You can also consult our website (<https://www.ebaa.org/about-us/careers/>) for more information about the EBAA.

We are confident that you will understand that in consideration of the large number of applications that we anticipate, only shortlisted candidates will be contacted.