



**EuroGOOS**  
European Global Ocean  
Observing System

## **Job Announcement: Communications Assistant**

### **Job Profile**

EuroGOOS is a pan-European ocean observing network operating within the context of the Global Ocean Observing System of the Intergovernmental Oceanographic Commission of UNESCO (IOC GOOS). EuroGOOS is registered as an international non-profit association under Belgian law (EuroGOOS AISBL). Website: <http://eurogoos.eu>

EuroGOOS Office seeks a Communications Assistant to support the EuroGOOS team in communications, outreach and organizational tasks. The position is for 3,5 years based in Brussels at the EuroGOOS Office.

### **Position responsibilities**

- Support the EuroGOOS Senior Policy and Communications Officer in communication and outreach tasks. These will include but are not limited to: website content management, maintaining social media presence, drafting documents, publication pre-press, dissemination and mailing, maintaining contact databases, production of corporate give-aways;
- Support EuroGOOS team in meeting organization, including planning, reviewing documents, and operating office equipment;
- Facilitate internal operations, including clerical duties, filing documents, and disseminating information.

### **Required competencies**

- Bachelor's in communications or a two-year working experience;
- High standard of spoken and written English; a working knowledge of spoken and written French will be an advantage;
- Very good knowledge of MS Office including Excel, Outlook, Word, and PowerPoint; knowledge of graphic design software will be an advantage;
- Good knowledge of social media, including management software;
- Office management experience or knowledge of office procedures;
- Experience with online search for event venues, hotels, practical information and suppliers locally and abroad.

### **Inter-personal competencies**

- Highly organized, responsible, and improvement-minded;
- Task-orientated, resourceful, autonomous;
- Quality and detail-oriented;
- Team-player;
- Transparency in working and a team-orientated work ethic;
- Ability to multi-task;

- Ability to deliver on allocated tasks and respond in a timely manner to deadlines.

### **Employment conditions and salary**

EuroGOOS offers to the successful candidate a full-time contract and an opportunity to work in an international and multicultural environment with a high degree of professionalism. Place of work is the EuroGOOS office in central Brussels.

Employment will be according to the Belgian law. Additional employment package will include a private hospital insurance and luncheon vouchers. EuroGOOS offers a competitive salary based on experience and qualifications of the successful candidate.

### **Application procedure**

If you would like to apply for this position, please send your CV and a letter of motivation in English explaining why you are interested and why you are suitable for this role to:

Dina Eparkhina, Senior Policy and Communications Officer, [dina.eparkhina@eurogoos.eu](mailto:dina.eparkhina@eurogoos.eu)

Deadline for applications: 31 March 2020

Job starting date: April/May 2020.