

Communications and Press Manager

Do you want to wake-up every day to support a worthwhile cause and improve public safety in Europe? If you do, then look no further and apply to join EENA, the European Emergency Number Association.

We are looking for a Communications & Press Manager who will oversee our communications from strategy to execution. You will play a significant role in defining and modelling our communications. You will also be responsible for our relationship with the press.

You will work closely with our Executive Director and our Public Affairs Manager, and you will take part in meetings between our advocacy and expertise teams. While communications jobs in Brussels are often much about a succession of small tasks, here you will be asked to reinvent our communications strategy and to primarily focus on “translating” expert content to audiences. Our goal is not to reach meaningless KPIs but to contribute to a safer society – and this will be your mission.

The successful candidate should be able to translate technically complex material into effective messages depending on the target audience.

To be clear, we are not looking for someone who will be waiting for us to ask them to tweet or to publish something. We are looking for someone who will, after several months of listening and training, be able to proactively propose entire communications strategies based on the association’s ongoing work and objectives.

THE BRIEF

First and foremost, you will actively participate in meetings of our expertise and advocacy teams.

Communications

- Conceptualise and develop EENA’s communications strategy;
- Develop ad hoc campaigns to support EENA’s ongoing work and objectives;
- Coordinate the European 112 Day campaign which we use to support our key objectives;
- Support the communications of EENA activities and assist colleagues in their communications/marketing needs;
- Manage EENA’s social media accounts in accordance with EENA’s mission, values and strategic objectives (Twitter, Facebook, LinkedIn, YouTube);

Once a plan is defined based on our objectives and target audiences, you may choose to update our website, design and publish mailings or other communications materials, update our social media accounts, create an explanatory video (etc);

Note: simple and repetitive communications related actions, such as minor website updates and the management of mailing lists, will be partly executed by our Office manager and/or by our events team.

Press relations

- Develop our press strategy based on our key priorities, when needed;
- Maintain and build relationships/partnerships with specialised press;
- Draft press materials when missing or needed, eg. articles, press releases, press notes, factsheets (etc);
- Handle enquiries from press and liaise between them and EENA experts.

SKILLS

- At least 5 years’ experience in communications and press activities;
- Native or near-native writing skills in English;
- Good knowledge of other EU languages is a plus;
- Ability to translate complex and/or technical issues into simple, understandable and effective messages for different audiences and platforms;
- Proficiency in use of Adobe Creative Suite CS6 (InDesign, Photoshop, Illustrator etc.) is a plus;
- Experienced use of Content Management Systems is a plus;
- Strong proficiency in Microsoft Office suite;

- Knowledge of GDPR a plus;

Apply if you:

- are creative;
- are highly dependable and organised;
- have a strong sense of initiative and a can-do attitude;
- pay attention to detail;
- are based in Brussels and willing to travel in Europe.

OFFER

By joining EENA, you will be part of a solid and stable organisation doing its part to improve the safety of citizens.

For this full-time position, we offer an attractive salary package (with a permanent contract) with benefits in line with the experience of the selected applicant. The package offered to newcomers includes 25 days of holidays, possibility to homework regularly, a full hospitalisation/dental/ambulatory DKV insurance, lunch vouchers and a professional mobile phone contract.

Please note that EENA is an equal opportunities employer and does not discriminate based on race gender, religion, orientation. We take pride in fostering diverse and inclusive workplace environment.

APPLY

Does this profile sound like you? We look forward to receiving your application!

Deadline: **19 June 2022**

Please send the following documents to Jérôme PÂRIS (jp@eena.org):

- your CV
- a cover letter

You should add "Application to the Communications & Press Manager position" in the subject of your email.

Please note that only candidates selected for an interview will be contacted.

ABOUT EENA

EENA, the European Emergency Number Association, is a non-governmental organisation based in Brussels. We are dedicated to improving people's safety and security by promoting high-quality emergency services throughout the EU (and beyond).

How can citizens get the best help possible if they find themselves in an emergency? This is the question we continuously try to answer!

Our vision is that every citizen can access emergency services and receive the appropriate information and care during an emergency or a disaster. To that end, we want to be the organisation in the sector driving change and making an impact.

We work on a wide range of topics like Automated External Defibrillators (AED) mapping, alert to the population in case of disaster, providing the most accurate location of the caller to emergency services, cybersecurity, using video to call emergency services, and much more.

EENA is the go-to place for emergency services, public authorities, decision-makers, researchers, associations and solution providers working in this field. EENA's membership includes more than 1500 emergency services representatives from over 80 countries worldwide and more than 100 solution providers, among other stakeholders.

More about us: <https://eena.org/about-eena/mission-and-vision/>