

Communications Officer

POSITION: Communications Officer

EENA, the European Emergency Number Association, is looking for an energetic and dedicated Communications Officer to join our team. Our Communications Officer disseminates the knowledge produced by EENA and other relevant information to the right people via different channels. She/he plays also an important role in the definition of EENA's content (webinars organisation, programme of events, etc...). Depending on the activities of EENA, the Communications Officer also follows EU funded projects where EENA is involved in dissemination activities.

LOCATION: Brussels, Belgium

RESPONSIBILITIES

- Develop and execute communication and community engagement strategies to amplify EENA's impact, utilising various channels including the organisation's websites, social media platforms, newsletters, mailings, etc...
- Coordinate and manage the logistics and communications for EENA's webinars, promoting effective engagement and information dissemination.
- Contribute to building the programmes of our events and webinars, including speakers coordination.
- Support the organisation's campaigns, such as the European 112 Day, to promote key safety messages.
- Assist in drafting press materials and managing press inquiries, ensuring effective communication channels are maintained.
- Plan, organise, carry out activities and coordinate the implementation of tasks in the context of dissemination responsibilities of EENA in EU funded projects.
- Undertake other related tasks as assigned by management, demonstrating flexibility and adaptability to the organisation's evolving needs.

WE VALUE

- Proactive, initiative-taking, and can-do attitude towards task execution.
- Strong work ethic, reliability, and a commitment to our mission of improving public safety.
- Adaptability and common sense in addressing communication challenges.
- Eagerness to learn, grow, and contribute within the organisation.
- Good social and networking skills, team collaboration abilities.

QUALIFICATIONS

- Experience in communications or related fields.
- Some experience in the EU funded projects world is a plus.
- Proficiency in English; additional EU languages are an advantage.
- Knowledge of social media management, content creation tools, web management, and newsletter distribution platforms.

As a Comms Officer at EENA, you will have the opportunity to make a tangible impact on public safety across Europe. If you're ready to champion our cause and possess the skills and attitude we're looking for, we'd love to have you on our team.

APPLY

Does this profile sound like you? Then, send your CV and cover letter to Jérôme PÂRIS (jp@eena.org) by 7 June. You should add "Application to the Communications Officer position" and your name 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 mental health of emergency call takers, Automated External Defibrillators (AED) mapping, alert to the population in case of disaster, providing the most accurate location of the caller to emergency services, 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 1700 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/>