



Position of Communications Assistant

EARSC – the European Association of Remote Sensing Companies – is a non-profit trade association working on behalf of the geospatial information services industry in Europe representing 100 SME or Large companies. Composed of 5 people, the EARSC Secretariat is based in Brussels.

Role:

EARSC is looking for a Communications Assistant to support the work of the Association. The person will interact with the EO services industry as well as many stakeholders throughout Europe and worldwide. Based in Brussels, the person will work with the EARSC Secretariat and has to be flexible and motivated by participating to various and transverse activities.

There are significant possibilities to shape the job to suit the skills of the person recruited.

The core tasks will be:

- Communications through various channels to promote the Association and its members.
- Support to the administration of the Association.
- Preparing reports and publishing materials in a professional format including design work.
- Administrating digital tools used by the Association.
- Managing the membership of the Association (membership care programme).

In addition, the successful candidate will be actively involved in:

- Developing and maintaining a network of contacts with EU officials in the European Commission and the Parliament and related organisations.
- Representing the Association at meetings and international events.

Qualifications:

- A knowledge of the European institutions.
- Experience of communications through various channels including social media and published material.
- Knowledge of the use of Excel for analytic purposes and Microsoft Office in general.
- Excellent level of English both spoken and written. Other languages are an advantage.

In addition, the following would be an advantage:

- Knowledge of the space or EO services domains.
- Some experience of design of web-sites or web-tools.
- Evidence of creative thinking and innovation; taking initiatives.

The person will be employed through a consultancy contract as an independent under Belgian law. The terms and conditions of the contract are negotiable.

Candidates are invited to submit their CV together with a letter of motivation to EARSC at info@earsc.org.