



European Cleaning and Facility Services Industry

## The EFCI is recruiting a Junior Communication Officer

Established in 1988, the EFCI is the voice of the cleaning and facility services industry in Europe. It brings together national professional organisations coming from 14 EU Member States. The Federation represents one of the most important services industries in Europe, with 297.000 companies employing over 4,2 million people.

### **Job Purpose:**

EFCI is looking for a Junior Communication Officer to join its Secretariat in May 2023, to work in the implementation of its communication activities. This is a Brussels-based, full-time position.

### **Key tasks and responsibilities:**

The Junior Communication Officer will report to the Director General on the following tasks (non-exhaustive):

#### Core activities: communication

- Elaboration and implementation of a communication strategy and action plan;
- Production of written material for internal and external use, including newsletters and press releases;
- Organization of media campaigns, in cooperation with external providers/stakeholders;
- Coordination of WGs and other communication-related cooperation networks;
- Regular update of the website and management of social media;
- Production of graphic material;
- Development of press relations in Brussels;

#### Additional activities: administrative and organizational tasks

- Support in administrative tasks, including in EU-projects;
- Organization of events (including internal meetings);
- Membership management

Some travel within the EU is to be expected.

### **Required competences and skills:**

- Excellent drafting and research skills;
- Experience in internal and/or external communications (WordPress, MailChimp);
- Experience in graphic design (InDesign, Canva, etc..)
- Computer literate and excellent user of Word, Excel, PowerPoint and Outlook;
- Excellent English; good professional knowledge of French is a major plus;
- Good (proven) understanding of how the EU institutions work would be a definite advantage;
- Prior working experience in an industrial association (membership, daily management) and/or in project management is a plus;
- Team-player; self-organised and proactive.



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**We offer:**

- A full-time contract with a competitive remuneration package and benefits, adjusted to experience;
- A flexible work environment;
- A hands-on working experience, ideal to start your career in EU communication and public affairs, learning and engaging in an evolving organisation;
- The opportunity to develop skills and professional objectives;
- To join a dynamic, professional and motivated team.

**How to apply:**

Please send your CVs and cover letter to [secretariat@efci.eu](mailto:secretariat@efci.eu) by April 11, 2023 – writing “Junior Communication Officer” in the subject of the e-mail.

**Recruitment process:**

Candidates will be contacted on an on-going basis. First-round interviews will be conducted from remote, and the final selection will take place onsite in Brussels. All candidates will be contacted and informed about the outcome of their application.

Preferred starting date: May 2023.