

Job Vacancy - Communication Officer

for EMMA & ENPA in Brussels

The European Magazine Media Association, EMMA, (www.magazinemedia.eu) and the European Newspaper Publishers Association, ENPA, (www.enpa.eu) are looking for a full-time Communication Officer to join their joint team by supporting the internal and external communication for both associations. EMMA and ENPA represent the interests of approx. 20.000 press publishers' vis-à-vis the EU institutions.

The job is located in Brussels. Candidates should have at least 3 years of working experience in the communication field, should be fluent in English and ideally in one other EU language. Mastering CMS systems (Adobe Business Catalyst, Jimdo) and graphic design programmes (Adobe InDesign, Illustrator, Fireworks) to do small graphic works in-house is an asset. Experience in the EU context is an advantage.

Interested candidates may send a motivation letter including salary expectations as well as their CV to max.abendroth@magazinemedia.eu . **Deadline for applications: Tuesday, 20 June 2017 EOB.**

An overview of the different tasks associated with this position are as follows:

Internal communication

- Coordinate all EMMA communication to members
- Coordinate all ENPA communication to members
- Coordinate weekly newsletter to EMMA & ENPA members:
- Develop and manage active network of communication experts across EMMA & ENPA network
- Maintain and develop database for EMMA & ENPA

External communication

- Develop and implement communication plan vis-à-vis EU institutions and key stakeholders across Europe
- Develop contacts with relevant journalists working on EMMA & ENPA files and include this network in external communications' work
- Coordinate website, banner, social media...
- Manage for EMMA & ENPA press releases and news section on respective websites
- Develop and manage active network of media partners across Europe

Events

- Coordination point at EMMA & ENPA for lobbying events
- Coordinate / assist event management
- Help / coordinate with graphic design for invitations, banners, ...

Other

- Coordinate special projects, such as Annual Report, Campaigns
- Develop, coordinate, assist communication strategy including Presidents, Honorary Vice-Presidents and other key people in the EMMA & ENPA network
- Ad hoc communication requests