VACANCY: Communications and Events Officer (F/M/X)

RREUSE is searching for a new Communications and Events Officer to join our Brussels-based secretariat! This is an incredible opportunity to serve an impact driven network whose members are delivering significant good for people and the environment.

About us

RREUSE is a European network established in 2001 that brings together social enterprises active in the fields of re-use, repair and recycling. RREUSE’s mission is to serve and represent our social and circular enterprise community, helping drive their development through positive change to European policy, best-practice exchange, innovative partnerships and projects. Our vision is an inclusive circular economy based on re-use and repair in solidarity with both people and the environment.

About the job

We are on the lookout for a Communications and Events Officer to join our Brussels-based secretariat and enhance our advocacy, fundraising and network development activities with public outreach, internal communication and organizing international events.

Our events are aimed at reaching policymakers and other key stakeholders with our research findings and key advocacy messages as well as at bringing our network members together. We organize online and in-person events in various locations across the EU including three RREUSE meetings per year.

Our main communication channels are currently the website, social media accounts (LinkedIn, Twitter, Facebook), a biweekly internal newsletter and a quarterly external newsletter disseminated to our contact lists that will be part of the new team member’s responsibilities. We regularly issue public statements on key policy developments and publish research reports, briefings and other publications including the annual activity report. We would like to improve our reach in key media outlets beyond the ones specialized in the sectors we work in, showcase our impact more prominently, develop promotional materials and strengthen our storytelling to enhance public understanding of circular social enterprises’ relevance.

This is a key role within the RREUSE network that requires a versatile skills set, a strong sense of ownership of one’s tasks and responsibilities as the only communications officer in the organization, as well as willingness and capacity to grow into a more senior role.

Key tasks and responsibilities

Reporting to the Director and closely cooperating with the policy officers as a member of the newly formed Advocacy team as well as with other RREUSE team members, the successful candidate will hold the following responsibilities:

- Updating RREUSE communication strategy and leading the communications line of work at RREUSE on those basis
- Ensuring that all elements of our public communication meet high quality standards
- Maintaining RREUSE website and leading on its further development
- Writing engaging RREUSE website and social media posts about RREUSE (member) activities, relevant EU policy developments and other relevant topics
• Proofreading and editing documents written by non-native speakers to ensure a coherent style and good readability
• Developing social media campaigns and materials (including visuals) to promote RREUSE’s messaging, engage audiences and achieve advocacy goals
• Developing and disseminating internal (member) and external newsletters
• Collaborating with member organisations, allies and partners on joint campaigns and other public outreach in pursuit of shared goals
• Proactively establishing and maintaining good relations with journalists / media outlets and monitoring media coverage
• Drafting, editing and disseminating press releases and other relevant materials for national and international media
• Serving as the main contact point for tenders, contracts and other aspects of collaboration with designers and other external service providers related to our communications and events
• Assisting in the preparation of funding proposals and producing impact-focused activity reports and other fundraising materials
• Leading on the organisation of key events such RREUSE member meetings, international conferences and publication launches

**What we are looking for**

**Essential**

• At least three years of directly relevant professional experience preferably in the NGO sector
• Excellent written and oral communication skills in English and intercultural sensitivity
• Ability to “translate” policy outputs into ordinary language suitable for broader audiences
• Prior experience in working collaboratively in international settings
• Strong organizational skills and ability to plan own workload and support others to facilitate the smooth delivery of multiple priorities
• Outstanding attention to detail
• Competency with standard IT packages and additional design tools such as Canva and/or Adobe Suite
• Familiarity with content management systems (CMS) like WordPress and proficiency with Mailchimp
• Ability to work both independently and as a part of a team
• Willingness to travel to meetings across Europe
• EU national or a valid work permit for Belgium

**Desirable / a plus**

• A demonstrable interest in social enterprises, circular economy or other areas related to RREUSE’s work
• A sound understanding of EU policy processes and familiarity in the field of EU social inclusion, employment or environmental policies
• Experience in a membership-based organisation
- Fundraising experience
- Working knowledge of French and/or other European languages

What we are offering

- **Contract type:** Full-time, open ended contract
- **Remuneration package:** 2,900-3,300 EUR gross/month (depending on experience), plus 13th month salary, a holiday bonus, 25 days of annual leave, paid annual leave in the first year of employment, lunch vouchers, écocheques, DKV insurance, Brussels public transportation pass remuneration, support for costs associated with tele-working

Non-negligible extras!

- The unique opportunity to work for an impact driven network whose members are doing great things for both people and the environment at a time of growing political and economic interest in our sector
- A great office-space in the heart of Brussels and the chance to work with a wonderful and dynamic team
- A very flexible approach to working from the office or from home

Start date and application process

- **Start date:** As soon as possible
- **Application:**
  - Please submit a single pdf file that contains: (1) a one-page cover letter, (2) a two-page CV and (3) three examples of your previous public communication outputs including at least one independently authored blog, website post, press release or another longer-form text in English.
  - For objectivity reasons please refrain from including a personal photo in the application.
  - Send the pdf file to recruitment@rreuse.org with the email subject line “Communications and Events Officer: Your First Name Your Last Name”.
- **Deadline:** The final application deadline is **10 September, 23:59 CET**. However, we will be assessing the applications on a rolling basis and encourage candidates to apply as soon as possible.
- **Selection process:** We are planning to conduct the first round of interviews via Zoom in the week of 18 September and the second round in person shortly thereafter, with a written assignment in between.

RREUSE is committed to enhancing the diversity of its staff and to creating an equal and inclusive working environment for people of all backgrounds. We strongly encourage candidates of any ethnicity, nationality, gender expression, sexual orientation, religion, ability, age or other characteristics that could be associated with social marginalization to apply.

Regretfully we are not able to sponsor visas or work permits so we can only consider applicants who already have the right to work in Belgium. We are also not able to finance a potential relocation related to the requirements of the job.

Thanks a lot for your interest in joining our great team!