

## Communication Project Assistant

The European Landowners Organization ([www.elo.org](http://www.elo.org)) based in Brussels, represents the interest of private landowners and land managers. As such it is actively involved in agriculture and environment policies among others, organises events linked to these core areas and participates in EU-funded projects. To strengthen our team we are looking for a m/f Project Assistant to handle communication for some of our key projects.

### Job Purpose

The Communication Project Assistant works together with the project(s) team(s) to ensure they are delivered to the highest standards.

### Job Description

The position is based in Brussels covering the following tasks:

- Support the project manager in setting and organising the events' content;
- Ensure deliverables are submitted to the highest standards;
- Manage internal and external expectation
- Secure a good relationship with internal and external stakeholders;
- Secure a positive and professional image of ELO;

### Profile

- University degree in communication, EU policy or relevant experience
- Native English speaker or equivalent good knowledge of at least a 2nd EU language;
- Interest in EU environment and agriculture
- Good organisation, rigorous, attention to detail;
- Ability to work under pressure
- Understanding of budgets and financials;
- Good interpersonal skills;
- Flexibility, creativity, initiative;
- Team-player, commercially-oriented, self-starter, deadline-driven;
- Outstanding writing skills

Depending on experience, the contract may start immediately or follow an internship period.

### Contact Details

Interested candidates should send their CV with a motivation letter by email to [caroline.mahr@elo.org](mailto:caroline.mahr@elo.org) before January 31 2018.