

COMMUNICATIONS ASSISTANT “ENERGY CERTIFICATION”

About AIB

The Association of Issuing Bodies (AIB) is an international non-profit organisation aiming to unite the European issuing bodies of energy attribute tracking systems for all energy carriers and technologies.

Together with our members, AIB manages the European Energy Certificate System (EECS). AIB facilitates European transfers of such certificates by operating a Hub for international transfers of energy certificates between the registries of our members. We strive for harmonisation of rules and practices and operate a quality assurance framework for managing energy certificate systems in Europe. We cooperate and exchange expertise with and between issuing bodies and disclosure bodies, market parties and other stakeholders and transparently provides market activity information and expert information.

Job Summary

We’re looking for a new colleague! Are you the motivated and talented individual who will join our team as Communications Assistant? You will play a crucial role in supporting our communication efforts and ensuring effective internal and external communication in the field of energy certification.

Responsibilities of the Communications Assistant

- Assist us with developing and implementing communication strategies, including information to and education of relevant stakeholders;
- (Learn to) understand developments regarding the energy transition and energy certification, and create content for various communication channels, both externally and to members, including website, press releases, social media posts, and newsletters;
- Create educational materials on energy certification with assistance of the other AIB secretariat members;
- Support the coordination and execution of internal and external meetings and events (online and onsite);
- Maintain and update the association's website and social media platforms with relevant content;
- Analyse website visitors and report statistics;
- Create the Annual Report;
- Support the internal sustainability project;
- Prepare and maintain presentations, reports and media contact lists;
- Become the back-up of the executive assistant

Qualifications and experience

- Bachelor's degree in Communication, Journalism, Media, Marketing, Public Relations, or equivalent through experience;
- Knowledge and interest in sustainability, renewable energy;

Knowledge and skills

- Fluent English (verbal and written) is mandatory for this job. Working knowledge of other European languages is an advantage.
- Excellent copywriting and editing abilities;
- Detail-oriented with a keen eye for design, excellent organisational and multitasking skills;
- Teamplayer with the ability to work independently;
- Purpose-driven and willing to contribute to the energy transition;
- Communicative, punctual and structured;
- Proficiency in using various communication tools and platforms;
- Familiarity with social media management and inspiring content creation;
- Proficient in Microsoft Office, Canva and other relevant software;
- Knowledge of Power BI and video editing is an asset.

What AIB offers you

As Communications Assistant you will join a small, dynamic, international team steering an international organisation, active in the centre of the European energy transition. This is a unique opportunity to grow professionally, have flexibility and work in a purpose-driven environment.

Contract: 0,5 FTE, open-ended employment contract

Location: Brussels

Salary: depending on experience

Start date: as soon as possible

How to Apply

All candidates must demonstrate that they hold the existing right to work in Belgium or the EU.

Please send **your CV (two pages maximum), two reference contacts and a motivation letter (one page maximum)** to the Secretary General, Liesbeth Switten, liesbeth@aib-net.org. Please include "*Communications Assistant - application*" in the subject line. The application deadline is **1 October 2023**. Interviews will be held on a rolling basis.

We value diversity and encourage candidates from all backgrounds to apply.

We look forward to your application and, who knows, welcoming you to our team.