



European Environment and Sustainable Development Advisory Councils (EEAC)

Location	Brussels
Details	<p>EEAC is a unique collaboration of independent councils established by national and regional governments for giving expert and stakeholder advice in environmental policy and sustainable development, founded in 1993. There are currently around 30 member councils in 15 European countries.</p> <p>The EEAC Office is recruiting a part-time (around 80% fte)</p> <p>Information and Communication officer</p> <p>The EEAC Office is a small team of currently three staff members.</p> <p>Main responsibilities</p> <ul style="list-style-type: none"> ▪ Managing the internal information flow on the activities of the members and the network, in particular the content management of the EEAC website, its search tool for member councils' pieces of advice, as well as other means of communication ▪ Coordinating publications (drafting, editing, supervising layout, disseminating, following-up) ▪ Compiling and editing internal documents (minutes, activities reports etc.) ▪ Assisting in the coordination of EEAC activities (working groups, conferences and others). <p>Profile</p> <ul style="list-style-type: none"> ▪ University degree in a field related to environment or sustainable development, or a journalistic education and interest in these fields ▪ At least 4 years of working experience, in one of the sectors (public, private, civil society, or journalism/publications) and levels relevant for EEAC, preferably with relevance for EU policy-making and/or experience of working in a multi-cultural environment; experience with the work of committees would be helpful ▪ Technical/IT interest and skills, preferably with technical website skills; very good MS Office skills; experience in layout ▪ Good writing and editorial skills, interest in developing further in this respect ▪ Fluency in English and one other EU language (French or Spanish would be an asset); medium skills in one more EU language desired; basic knowledge of Dutch would also be an asset ▪ Good communication and networking skills ▪ Work attitude: thorough and systematic, attention for details, conceptual and objective-oriented, taking own initiatives, cooperative. <p>EEAC offers</p> <ul style="list-style-type: none"> – Part-time post (around 30 hrs per week, possibly increasing) – EEAC is a Foundation under Dutch law ("Stichting"), applying the Civil Servants' Pay Decree of the Netherlands (BBRA) and benefits according to the General Governmental Civil Servants Rules of the Netherlands (ARAR). The position is classified as Scale 11, which translates to €2.800 – 3.400 (gross per month, full-time equivalent), depending on experience. <p>Starting date: from 1 September (with some flexibility)</p>
Closing Date	22 June 2009
Contact	Please send a letter of motivation, C.V. and – if available - a piece of written work to the EEAC Secretary General < ingeborg.niestroy@eeac-net.org > Only applicants chosen for an interview will be contacted.
Website	www.eeac-net.org