

Press Officer (Part-Time, 80%) - Brussels

Job description

Job purpose

Will you help us to make significant steps towards a pesticide free Europe?

Pesticide Action Network (PAN) Europe is a Brussels-based environment and health NGO with a diverse, multidisciplinary and multilingual team. We have over 50 member organisations all over Europe, with whom we share our vision to eliminate hazardous pesticides in Europe and promote ecologically sound alternatives to chemical pest control.

Our organisation has been growing rapidly and we need a Press Officer in order to be able to increase the impact of our work, together with our current Communications Team.

We are looking for a dynamic professional who will be helping us to improve our public relations strategy and develop our press contacts list. You will also assist our organisation to effectively reach the media and general public.

You will be working closely with our Junior Communications Officer and report to the Senior Communications Officer. You will focus on enhancing PAN Europe's media relations with journalists at EU level and in different EU Member States. You will also cooperate with the team to plan publicity campaigns, write and edit press releases and website content and organise press conferences.

Main Tasks & Responsibilities

- Preparing, writing and editing articles and press releases
- Liaising with journalists and other media representatives
- Organising, planning and executing interviews, PR events and press conferences
- Acting as a contact for enquiries from journalists and other media representatives
- Tracking and monitoring news, trends and coverage of the organisation in the media
- Researching, planning and producing proactive media campaigns
- Providing PAN Europe staff with evaluation reports about media coverage
- Supporting PAN Europe staff to respond to the media
- Editing the media statements of team members
- Assisting to update our website and social media pages
- Helping our member organisations to expand communication

Location

This position is based in Brussels, Belgium. We allow a combination of home and office work (hybrid).

Person Specification

Education and training

- Extensive training or a bachelor's/ master's degree in Journalism, Public Relations, Communications or any other relevant field (essential)

Experience & knowledge

- Proven experience in journalism/press work (essential)
- Experience within the NGO sector (desirable)
- Experience working with EU institutions (desirable)
- Knowledge of pesticide issue (desirable)

Key competences

- Fluent in English (excellent user/ native speaker) - PAN Europe's working language (essential)
- Good understanding of French and/or any other EU language (desirable)
- Very good organisational and problem solving skills (essential)
- Excellent networking skills (essential)
- Meticulous with particular attention to detail (essential)
- Very good IT skills (Microsoft and/or Google platforms etc); good previous experience in creating visuals is a plus (desirable)
- Demonstrate positivity, resilience and capacity to work independently (essential)
- Commitment to working for the protection of health and the environment (desirable)

Employment details

- Initially, a one year fixed-term contract; possibility of a permanent contract after positive performance appraisal and budget availability
- Part-time work schedule (4 days/week; 30 hours)
- Starting date in October 2024 or as soon as possible after that

- The gross monthly salary (full-time equivalent) starts at 3.300 EUR; the salary to be agreed will be in line with the successful candidate's qualifications and/or experience and comparable to that offered by other Brussels-based NGOs.

What this job opportunity will offer you

- You will enjoy our flexible working hours, teleworking, extra benefits (eg. lunch vouchers, extra annual leave on top of the Belgian leave entitlement, 13th month, teleworking allowance et al.).
- You will work in a pleasant and open environment, with an experienced, multilingual and multicultural team.
- You will be part of a team fighting to reduce chemical pollution and promote an ecological way of living

How to Apply

Please use as subject of your email **the Job Title and your Full Name** (eg. "Press Officer - John Smith") and send your CV and Cover Letter (in English) to jobs@pan-europe.info explaining how you meet all the essential requirements.

The deadline for all applications is **Thursday, 5 September 2024**.

Please note: Due to the low admin capacity, we regret that only candidates invited to an interview will receive a reply. Applications sent to other email accounts of PAN Europe will not be considered.

PAN Europe values diversity and inclusion and the benefits this brings. We aim to appoint the most suitable candidate at all times and welcome applications from people from different backgrounds, ethnic origins and gender.