



## Communication and Administration Assistant

### *Job Description*

**Position title:** Communication & Administration Assistant under [VIE contract](#) (French International Internship Programme)<sup>1</sup>

**Position status:** 6 months fixed term contract (possibility for extension)

**Salary:** under [VIE contractual arrangements](#)

**Reporting arrangements:** This position reports to the Personal Assistant of the Secretary General.

### **I. Job Summary**

The Communication and Administration Officer will assist the Press and Communications Officer to help communicate the messages of the CPMR and its members regions (50%). He or she will also assist the Personal Assistant of the Secretary General to assure the smooth running of the CPMR Brussels Office (50%).

### **II. Principle responsibilities and tasks**

#### **Communications role (50%)**

Contribute to the communications activities of the CPMR with a particular focus on:

- Supporting the management of the CPMR website and the CPMR's social media channels: Creation of content: article, images and documents
- Supporting the development of the CPMR Newsletter
- Contributing to communications activities for CPMR events and meetings: photography, social media coverage and media management
- Contributing to the development of innovative new methods of communicating: creation of new types of online content including infographics, video contents and marketing materials
- Carrying out administration activities linked to the CPMR's communications work: Management and updating media lists and gathering media coverage.

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<sup>1</sup> Please read carefully [the conditions](#) of the French International Internship Programme in a company.

### **Office and events management role (50%)**

- Contributing to the organization of CPMR events taking place in Brussels
- Carrying out administrative and accounting tasks
- Contributing to the management of the Brussels Office

### **IV. Qualifications and skills required**

- **A near-native or native level of fluency in English and French is an essential prerequisite**
- Proficiency in at least another European language is a strong asset
- A relevant degree
- Communications experience and/or office management experience in a working environment is desirable
- Previous work experience in a membership-based organization as well as knowledge of Eu local and regional governments mechanism is an asset
- Knowledge in software such as InDesign is a strong asset.

### **V. Location**

The position is based in Brussels

### **VI. Terms of recruitment**

The position is offered as a 6 months fixed term contract (possibility for extension)