

COMMUNICATION ASSISTANT

About the job

DSO Entity is looking for young professionals (1-3 years of professional experience) interested to support the communication and events department.

Presentation of DSO Entity

DSO Entity represents 900 electricity Distribution System Operators (DSOs) of small, medium and large size, connecting 250+ million consumers across the 27 Member States of the European Union. Our European association aims to increase efficiencies in the electricity distribution networks in the EU and to ensure close cooperation with Transmission System Operators and ENTSO-E. As such, DSO Entity will take up a key role in the development and completion of the internal electricity market. It will act as a platform of cooperation between all the electricity DSOs with the overall objective of positioning itself as an expert body tackling essential matters such as **developing network codes & guidelines, promoting the optimal & coordinated planning and operation of DSO/TSO networks, and sharing of best practices** on flexibility, digitalisation of the distribution systems and the integration of renewable energy sources.

Under the supervision of the Communication Manager, the Communication Assistant will have the following responsibilities:

Main responsibilities:

- **Manage the social media accounts** to ensure timely and engaging contents while building a targeted audience for each channel.
- **Create written contents**, including press releases, articles, newsletters, campaigns, and other written material to disseminate information about our organisation's activities.
- **Support the communication with the external partners** and manage the media library.
- Ensure that key messages are aligned with the organisation's overall communication strategy.
- Contribute to the development of DSO Entity's online presence (e.g. website management) and support the communication outputs.
- **Support the planning, logistic and development of internal and external events.** Occasional travels might be required.
- Attend relevant events and meeting and **produce brief reports when required.**

Requirements:

The role requires a strong service-oriented approach. Proficiency in interpersonal and communication skills is vital for collaborating in diverse work settings and engaging with various stakeholders.

(Experience and education)

- **University degree** (master's level is desired) **in a relevant field**, such as Communications, Marketing, Public Relations, Journalism.
- **At least 1+ years of proven professional experience in communications and events-related roles.** Previous experience in the energy sector is an asset.
- **Proven ability to deliver creative** content (publication, design, text, image, and video).
- Proven ability to plan workload, meet tight deadlines, and handle multiple projects.

- **Mastering of social media platforms** (X, Facebook, YouTube, LinkedIn) and experience with media campaigns.
- Experience in website development, management, and update. Knowledge of Mailchimp, Odoo and WordPress are a plus.
- Understanding of EU processes, decision-making and basic knowledge and/or interest in the functioning of the energy system.
- Experience in a member-based organisation is a plus.

(Personal skills)

- Near native or full professional proficiency in spoken and written English. French and/or other EU languages are an asset.
- A positive, 'can-do' attitude and the ability to work autonomously.
- **Strong IT skills** (including MS Office applications and Zoom).
- **Strong attention to details** and willingness to specialise yourself.
- Organisational, writing, and analytical skills.
- Curious, flexible, and personality with a pioneering spirit, who enjoys working in a dynamic and multicultural environment.
- **Brussels-based or willing and able to relocate shortly.**

What we offer:

- To **join a young but well-established European member-based association** with a clear overriding purpose on actively uniting and facilitating DSOs to make the energy transition happen.
- A friendly and flexible work environment, with the opportunity to take initiative and drive communication work.
- Experience in EU-oriented communication with a nice and dynamic team that has the ambition to develop DSO Entity into an interactive platform engaging with key energy actor in Brussels.
- To benefit from opportunities for personal development in areas like knowledge, personal networking, and capabilities.
- A **full-time contract** (possibility for an 80% full-time equivalent) with professional growth, **starting in May (or sooner depending on availability).**

How to apply:

Please email your application with the position you are applying for in the subject line to info@eudsoentity.eu in English with:

- 1-page motivation letter in PDF specifying what position you are applying for
- 1-page CV in PDF

Please note that **only complete applications will be considered. The deadline to apply is fixed to 18 April, 2024.**

Only short-listed candidates will be contacted.