

Communication Trainee

About the job: DSO Entity is looking for a young professional interested to support the communications and events department.

Presentation of DSO Entity: DSO Entity represents **800+ 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.

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.

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

- **Manage the social media account** to ensure timely and engaging contents while building a targeted audience.
- **Support the editing of written contents**, including articles, newsletters, social media campaigns, ensuring that key messages are aligned with the organisation's overall communication strategy.
- **Support the communication with the external partners** and manage the media library.
- **Contribute to the development of DSO Entity's online presence**
- **Support the logistic and administrative development of internal and external events.** Occasional travels might be required (1-time a year).

Experience and Education:

- **University (bachelor and/or master) degree in a relevant field**, such as Communications, Marketing, International Relations, Journalism.
- **Proven professional experience in communications and events-related roles is a plus.** Previous experience in the energy sector is also an asset.
- Experience or interest in event organisation.
- **Proven ability to organise the workload**, meet tight deadlines, and handle multiple projects.
- Ability to independently develop and implement a social media calendar to promote events.
- Experience or interest in digital platforms, knowledge of Mailchimp, Odoo, WordPress or other marketing digital platforms are a plus.
- Understanding of EU processes, decision-making and basic knowledge and/or interest in the functioning of the energy system. *(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) and 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 do 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.

The employee will be engaged under a one-year CIP contract (paid traineeship). Upon completion of this period, and contingent upon satisfactory performance, the employer intends to offer a subsequent employment contract". **We are looking for a candidate that can start as soon as possible** to support the department activities.

How to apply:

Please email your application with the position you are applying for in the subject line "Surname - Junior Communication Officer" 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 Friday 20 March.** Please note that only short-listed candidates will be contacted.