

Position: Communication Trainee

Start: February 2021

Application deadline: 31st January 2021

The European Petroleum Refiners Association, is looking for a Communication Trainee to support FuelsEurope & Concawe internal and external Communication activities.

Who are we?

The European Petroleum Refiners Association (based in Brussels) currently represents the interests of 40 companies operating refineries in the EU. Members account for almost 100% of EU petroleum refining capacity and more than 75% of EU motor fuel retail sales. The Association comprises two divisions:

- FuelsEurope which represents the industry with the EU Institutions, and aims to promote economically and environmentally sustainable refining, supply and use of refined products in the EU, by providing input and expert advice to the EU Institutions, Member State Governments and the wider community, thus contributing in a constructive and pro-active way to the development and implementation of EU policies and regulations.
- Concawe whose mission is to conduct research programmes to provide impartial scientific information in order to improve scientific understanding of the environmental health, safety and economic performance aspects of both petroleum refining and the distribution and sustainable use of refined products; Assist the development of cost-effective policies and legislation by EU institutions and Member States; Allow informed decision making and cost-effective legislative compliance by Association members.

What do we offer?

- One year internship in the form of a “Convention d’immersion professionnelle “
- Monthly salary of 1200 € and the reimbursement of the public transport in Brussels
- International and dynamic multicultural environment
- Opportunity to develop your professional experience and maintain regular contacts with our counterparts in the oil industry and the EU institutions

What do we expect from you?

General responsibilities

- Support the Communication Director & Communication Advisor
- Contribute to internal and external Communication for FuelsEurope & Concawe
- Produce written materials for internal and external digital use
- Support the management of the Association online channels (social media and websites)
- Contribute to the organisation of Association events and conferences

Specific responsibilities

- Online communications
 - ✓ Support the management of all social media channels (Twitter, LinkedIn, Facebook, YouTube)
 - ✓ Websites – FuelsEurope & Concawe and supporting software (analytics,...)
- Events & Conferences
 - ✓ Contribute to the practical organisation of events (Online/Physical)
- Internal & External meetings
 - ✓ Contribute/coordinate with external agency the preparation of communication material
- Internal & External publications
 - ✓ Contribute to the content of internal and external publications (i.e. Statistical report,...)

What is your professional profile?

- **Education & Experience:**

- You have a degree in communications, marketing, political science or similar
- You are computer literate (proven experience in MS Office)
- You are experienced with social media for professional purposes
- Experience with Wordpress and Mailchimp is needed
- Knowledge of how SEO works is an asset
- Some experience with Canva is a plus

- **Skills & Competencies**

- You demonstrate a strong interest for EU policy and EU media
- You have an excellent command of English (written and spoken)
- You have a can do attitude
- You demonstrate strong organisation and time-management skills
- You are flexible and team oriented
- You have the permit to work in the EU

What is your report line? You will report to the Communication Director

To apply, please send your CV and motivation letter to: recruitment@fuelseurope.eu mentioning "Communication Trainee" in the subject of your e-mail.

*By applying for this vacancy, you agree that we use your personal data for recruitment purposes only.
All your private information will be deleted from our files after the recruitment process.*