

## REHVA is hiring a Communication and Marketing Assistant - paid internship -

REHVA, the Federation of European HVAC Associations is seeking a young, committed professional to help in its communication and marketing activities.

REHVA is a European umbrella organisation providing its members a strong platform for international professional networking, and knowledge exchange pursuing the vision of for a healthy, sustainable, and connected built environment. Our mission is to support professional development in the building and HVAC sector by knowledge dissemination via events, publications, online services, and a wide range of communication activities. We are looking for a new team member to support these activities.

### Main tasks and responsibilities

- Assistance to communication and marketing activities
- Develop graphic design elements and various types of creative content (videos, newsletters, web articles, GIFs, infographics, etc.);
- Website content management and social media communication
- Content and copywriting (news, PR articles, briefings, minutes, and presentations)
- Preparation of digital and printed promotional materials and publications
- Promotion and marketing of REHVA events, conferences, workshops online and offline

### Job requirements

- Minimum bachelor's degree in communication, marketing, PR or other relevant fields
- Near-native level of spoken and written English, good command of French is a strong asset
- Proficiency with Microsoft Office (Outlook, Excel, Word)
- Advanced digital literacy and social media communication skills, digital marketing knowledge is an asset
- Experience with graphical and media design tools (Canva, video editing etc.) is an asset
- Initial experience or interest to learn about CRM tools

### Your profile as ideal candidate

- Customer-oriented with pragmatic problem-solving attitude and skills

- 
- Can work independently and shows initiative and take ownership of ongoing tasks
  - Shows creativity and flexibility
  - Excellent communication and presentation skills
  - Well organised, autonomous, and a quick learner
  - Can multi-task in a dynamic environment

The candidate should be a citizen of the European Union and must have legal right to work in Belgium.

### What we offer

A full-time 6-months trainee contract under Belgian law (CIP) with attractive starting remuneration and benefits and with the possibility of extension to fixed employment depending on performance assessment.

REHVA offers an international work environment in an EU level non-profit organization with international networking, mentoring and the possibility of professional development. The position involves some travelling. The location of work is Brussels with the possibility of remote working.

Starting date: immediately, 01/02/2021 the latest

### Application process

Please submit a CV and cover letter detailing your background and interest in the position in English to [info@rehva.eu](mailto:info@rehva.eu) with the subject "REHVA CMA position"

**Interviews are organised on a rolling basis**, early applicants may be called for interview before the application deadline, **submit your application as soon as possible**.

The deadline for application is 15 January 2021.

More information about REHVA: [www.rehva.eu](http://www.rehva.eu)