

REHVA is hiring a Communication and Publication Assistant

REHVA, the Federation of European HVAC Associations is seeking a young, committed professional to help in its **communications and publication** 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.

The Communication and Publication Assistant will play a crucial role in supporting REHVA's communication and publication efforts to effectively reach and engage with our stakeholders. The candidate will work closely with the Communication and Publication Officer and the rest of the REHVA team.

Main tasks and responsibilities

Assistance to communications and publication activities:

- Actively participate in the production of the Journal as Editorial Assistant
- Develop graphic design elements and various types of creative content (videos, newsletters, web articles, GIFs, infographics, etc.)
- Content and copywriting (news, PR articles, briefings, minutes, and presentations). Assist in the creation of engaging and compelling content for various communication channels, including the organization's website, newsletters, and other publications.
- Preparation of digital and printed promotional materials and publications
- Promotion and marketing of REHVA events, conferences, workshops, courses, etc.
- Assist in the coordination and production of REHVA's publications, including technical guides, reports, and industry publications. Collaborate with authors, editors, and graphic designers to ensure timely delivery of high-quality publications.
- Involvement and support during REHVA student competitions

Job requirements

- Minimum bachelor's degree in communication, marketing, PR or other relevant fields
- 1-year professional experience or internships
- Near-native level of spoken and written English, good command of French or any European language is a strong asset

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- 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 is an asset
 - Passion for sustainability and energy efficiency is a plus

Your profile as ideal candidate

- Pragmatic problem-solving attitude and skills
- Can work independently, shows initiative, and take ownership of ongoing tasks but also work well in a small team
- Shows creativity and flexibility
- Excellent communication and presentation skills
- Well organised, autonomous, and a quick learner
- Can multi-task and prioritize in a dynamic environment

The candidate must have legal right to work in Belgium.

What we offer

A full-time 6-months fixed contract with attractive starting remuneration and benefits with the possibility of extension depending on compatibility and 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 some days of homeworking possible.

Flexible starting date - August 2023

Application process

Please submit a CV and cover letter detailing your background and interest in the position in English to info@rehva.eu with the subject "REHVA CPA 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 July 7th, 2023.

More information about REHVA: www.rehva.eu. Do not hesitate to contact us if you have any questions.