

## **Job offer: Communications & Policy Officer in EUSTAFOR**

Full Time

Starting date: as soon as possible

### **About EUSTAFOR**

Founded in 2006, the European State Forest Association (EUSTAFOR) represents commercially-oriented state forest companies, enterprises and agencies. It currently has 36 members in 25 European countries. The overall goal of EUSTAFOR is to support and strengthen state forest management organizations throughout Europe, helping them to maintain and enhance their economically viable, socially beneficial, culturally valuable and ecologically responsible sustainable forest management. In addition to duly informing its member organizations on EU topics and issues that are of concern to them, EUSTAFOR promotes the exchange of know-how and day-to-day field experiences between individual members and works towards the identification of common positions and experiences, especially as concerns the implementation of European legislation and political strategies related to forests. EUSTAFOR is a capable partner in dialogues with EU institutions and stakeholders, providing practical, comprehensive feedback and contributions to legal and strategic decisions concerning the sustainable development of Europe's forests.

As a dynamic organization, EUSTAFOR offers interesting and varied job opportunities in a vibrant working atmosphere. Further information at: [www.eustafor.eu](http://www.eustafor.eu)

### **Job description**

EUSTAFOR's Communications & Policy Officer will be responsible for mixed scope of tasks in the field of Communications and forest-related policy. He/she will closely cooperate with EUSTAFOR's Executive Director and Policy Advisor.

The successful candidate must have a good understanding of the forest-based sector and be able to understand and communicate efficiently with the European institutions, relevant forestry and forest-sector stakeholders, industry associations and confederations in Brussels, as well as with EUSTAFOR's member organizations. This will provide an excellent opportunity to develop in-depth knowledge on EU policy topics, gathering valuable experience and knowledge about EU and international forest-related stakeholders and collaborations.

The main responsibilities of the position are:

#### Communications

- Drafting and publishing content (in English) for the EUSTAFOR's website and social media
- Developing and implementing EUSTAFOR Communications Plan
- Publishing newsletters and press releases, contributing to the elaboration of statements, position papers, presentations, fact sheets and other promotional materials (in English)
- Serving as a Brussels-based focal point for EUSTAFOR's Communicators Network

- Outreach activities:
  - Liaising with members, stakeholders, project partners, national experts, scientific and academic experts
  - Establishing contacts with journalists
  - Developing communication activities together with other partner organizations
  - Analyzing target groups (such as, but not limited to, the European institutions and European member states, other stakeholders, industry) and the effectiveness of the communications activities undertaken

### Policy

- Analyzing of policy documents and preparing briefs
- Elaboration of draft information documents for EUSTAFOR members
- Cooperation with the Executive Director and other staff members in the execution of decisions by the Executive Committee (ExCom) and the General Assembly (GA)
- Supporting EUSTAFOR Team in working on EUSTAFOR position papers, statements and presentations
- Participation in meetings organized by the EU institutions in Brussels and preparing briefings and post-processing of those meetings

### General

- Organizing and/or supporting other team members with internal (Executive Committee, General Assembly, Working Group meetings and other thematic workshops and seminars )and external events and meetings (both content & practical tasks) and post-meeting processing (e.g. summary of events, website updates, etc.)
- Supporting the office management in certain administrative and operational tasks

## **Job Requirements**

### Personal Qualifications

- Excellent organizational and interpersonal skills
- Excellent verbal and written communication skills in English (proficiency in French or Dutch, or any other European language is an asset)
- Critical thinking and a proven ability to condense the main message out of various contexts and complex situations
- Excellent knowledge Microsoft Office (Word, Excel, PPT) and website content management systems (e.g. WordPress)
- Ability to integrate and perform in international team work
- Flexibility regarding travel
- Ability to be self-driven and work independently

### Experience

- A background in forestry or simial is essential
- Understanding of the forest-based sector
- A good understanding of the functioning of the European institutions
- Proven ability to plan and organize events
- Familiarity with communication techniques using social media and/or journalism is an asset

### Education & Training

- At least a 3-year university degree relevant to the position (Forestry or similar)

**Starting Date:** As soon as possible

We offer a position in a friendly team of a dynamic European association which operates in the Brussels-based forest-based sector. A selected candidate will receive a competitive salary and related benefits foreseen by Belgian legislation.

The place of work will mainly be the EUSTAFOR Executive Office located in the European Forestry House in Brussels. The association provides all necessary office facilities and equipment and will assist in finding a suitable accommodation.

### **Application**

Applicants are asked to submit a CV (maximum 2 pages) and a cover letter (maximum 1 page) that also indicates salary expectations. Please send applications to [office@eustafor.eu](mailto:office@eustafor.eu) and [piotr.borkowski@eustafor.eu](mailto:piotr.borkowski@eustafor.eu). The email subject should read: "Application EUSTAFOR Communications & Policy Officer"

**Closing date for applications is 28 February 2023**