

Eurochambres – Junior Project and Communications Officer TEBD II

Position open: Junior Project and Communications Officer TEBD II; **Starting date:** January 2024

Closing date for application: **05/01/2024**

Eurochambres is the Association of European Chambers of Commerce and Industry, representing more than 20 million businesses through its members and a network of 1700 regional and local chambers across Europe. All information about us can be found here: www.eurochambres.eu.

We are currently seeking to recruit a full-time Junior Project and Communications Officer to work with the project team of the Türkiye-EU Business Dialogue II (TEBD II) project.

TEBD II seeks to bring Turkish chambers, business communities and their counterparts in the EU closer to each other, fostering mutual knowledge and understanding. The project furthermore seeks to ensure higher awareness of the opportunities and challenges of a potential future Türkiye's accession to the EU in both Türkiye and the EU.

The project is organised in three major strands:

- 1) Cooperation activities between Türkiye and European Chambers of Commerce and Industry and business communities
- 2) Capacity building activities for Türkiye and European Chambers of Commerce and Industry
- 3) Support to the EU-Türkiye Chambers Partnership Grant Scheme

Responsibilities:

The successful candidate will be member of a team of five people, who will jointly manage and implement the different project activities under the guidance of a project director.

They will work in close cooperation with the team for the implementation of the different project activities and play a key role on the communication side:

- Organization of events in the EU and in Türkiye
- Act as communications officer for the project (revamping/updating the project website, promoting the project activities via social media, developing information/promotion material for the different project activities)
- Monitor the visibility requirements of the project and make sure that the requirements are met by all beneficiaries
- Gather communication activities for the technical reports
- General administrative support (organizing meetings, booking flights...)

Requirements:

- Minimum 2 years of experience in project management and/or communications
- A good experience in event organization
- Strong organizational skills, ability to multi-task
- Excellent spoken and written English and good knowledge of at least one other European language
- Excellent knowledge of MS Office (Word, Outlook, Excel, PowerPoint) and similar tools
- Ability to work both in a team or autonomously, and to appreciate and follow priorities
- Availability to travel to different EU countries and to Türkiye

Advantageous:

- Knowledge of the Turkish language

We offer:

- A challenging international working environment

- The possibility to grow personally and gain professional experience
- Indefinite contract
- Competitive advantages in addition to the remuneration (hospitalisation insurance, medical and dental insurance, luncheon vouchers, 13th month, extra-legal holidays)

How to apply?

Candidates should submit their letter of motivation and CV to job@eurochambres.eu with the subject line “**Junior Project and Communications Officer TEBD II**”. They should also indicate their availability for starting the work. Only pre-selected candidates will be contacted. Please refer carefully to the requirements, as applications that do not correspond to them will be automatically rejected.