



Communications Assistant

Reporting to: Communications Officer

The Health and Environment Alliance (HEAL) is a leading European not-for-profit organisation addressing how the environment affects health in the European Union and beyond (www.env-health.org). We are looking for an enthusiastic and creative **Communications Assistant** to support our communications team, and help us shape our work on chemicals in consumer products, plastics, food contact materials and pesticides specifically.

The successful candidate will work closely with both the HEAL communications team and with our chemicals and health team.

Main tasks and responsibilities include:

- Support the HEAL communications team in translating research findings and policy demands into concrete content.
- Writing online pieces on chemicals, pesticides and health for the HEAL website and other campaign platforms.
- Drafting social media content, including gifs and videos
- Supporting the EDC-Free Europe campaign, of which HEAL provides the secretariat.
- Maintaining an editorial calendar for social media posts and upcoming publications.
- Liaising with external designers and suppliers.
- Identifying and supporting initiatives from HEAL members and campaign partners.

We are looking for someone with:

- Native or near-native level of English. Additional EU-languages are a plus.
- At least 1-3 years of experience with working in communications, journalism and/or in the non-profit sector.
- Excellent social media skills.
- A strong interest in and knowledge of EU politics and developments in the field of environmental health.
- Ability to contribute to multiple projects, with different partners, at the same time.
- Experience with WordPress and online databases
- Knowledge of editing software, like Adobe Indesign or Illustrator, is an asset.

What we offer:

This role is a full-time paid position for one year (with possibility for renewal), based in the HEAL secretariat in Brussels. We offer a competitive salary based on experience.

Working from home is the norm until national measures in place to protect health against the spread of Covid-19 are lifted.

How to apply:

If you are interested in this position, please send your application to vacancy@env-health.org by 21 March 2021, 24:00 CET. Please include the following files in PDF format:

- A one-page motivation letter
- A CV
- Three examples of creative social media posts. These may be created from scratch, or come from your existing work.

The first round of interviews is foreseen to take place in mid-April. Please note only short-listed candidates will be contacted.