

Communications Officer

The European Association of Motorcycle Manufacturers (ACEM) is the industry association that represents manufacturers of mopeds, motorcycles, tricycles and quadricycles (L-category vehicles) in Europe.

ACEM is looking for a **Communications Officer** to join its Secretariat in Brussels and take a leading role in driving the association's Communication, Press & Social Media activity.

Responsibilities:

The main responsibility of the Communications Officer is to manage ACEM's internal & external communication activities.

In more detail:

- With the ACEM leadership: shaping and implementing communications strategies aiming to raise the Industry's profile in the EU policy environment
- Developing and coordinating publications such as policy papers, annual reports, membership information documents, social media news items
- Drafting clear and compelling press releases, articles, web copy, speeches, and social media news items with the support of the different staff members
- Copywriting, editing, and proofreading of publications produced by ACEM
- Managing websites and social media channels
- Organising events, physical and online (e.g. workshops, conferences, etc...)
- Contributing to the communication and dissemination activities of projects in which ACEM is active

Desired profile:

- Excellent command of English. Other European languages are an asset
- Prepared to multitask, prioritise work and meet tight deadlines
- Proactive in proposing new/alternative communication vectors/actions
- Open to working in a small team operating in a multicultural environment
- Excellent command of MS Office and web/social media management tools
- Track record in event organising
- Understanding of the European/Brussels media and political landscape
- Basic knowledge of graphic design and experience in web and video editing is an asset

Experience:

- Degree in Communications, Journalism or similar
- **2-5 years' experience** as a communications officer or similar position
- Relevant experience in a similar role in a European or international setting is an asset

We offer:

- A long-term contract with a competitive package
- The opportunity to work for a dynamic industry in a global environment
- Possibility to partially work from home

Application Procedure

1. Closing date for applications: 28 February 2023
2. To apply for this position, please send a cover letter (one page), your CV (in English) in PDF format and the Annex to this ad to acem@acem.eu to the attention of the Secretary General Antonio Perlot
3. Please include your first and last name and the job title ("Communications Officer – application") in the subject line
4. Interviews will be conducted on a rolling basis

All applications will be processed in full confidentiality and only for recruitment purposes. Please note that only candidates considered for an interview will be contacted.