



Communications Assistant

Liquid Gas Europe

Liquid Gas Europe, the European LPG association, is the sole representative of the LPG industry at European level, representing national LPG Associations as well as distributors and equipment manufacturers from across Europe. Our mission is to engage with EU decision-makers and the wider policy community in order to optimise the contribution that LPG and bioLPG - as clean and immediately available energy sources - can make to meeting Europe's energy and environmental challenges.

Liquid Gas Europe is looking for a Communications Assistant to join its multicultural team. He/she must be a creative communications professional with an interest in policy with a hands-on attitude, with a passion to engage both external and internal audiences.

POSITION: Communications Assistant

Main Purpose: To support the communications activities of the Association.

Duration: 6 to 12 months – paid internship

Start: Immediately available

Main Duties/Tasks

- Supporting the policy team in delivering overall communications strategies for the association on specific legislative dossiers
- Planning and executing relevant activities to achieve agreed public affairs objectives using both online/offline tools (op-ed publications, twitter campaigns, media outreach, social media content development, etc.)
- Managing the association's twitter and LinkedIn accounts, under the supervision of the Communications Manager
- Drafting and delivery of online newsletters/newsflashes and meeting minutes
- Coordination of publications/roadmaps/annual reviews to position LPG and its potential to contribute to Europe's energy mix
- Regularly posting news on the association's website
- Assistance to the team with members' requests

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Profile and Qualifications

- Excellent English writing and speaking skills, and preferably at least one other European language
- University degree in European studies, international relations, diplomacy, communications, journalism or a similar field
- Strong organizational and social media skills. Result-oriented and innovative mind set
- A keen interest in European public affairs and/or energy and environment
- Very good interpersonal and communication skills
- Excellent knowledge of Microsoft Office. Basic knowledge in graphic design would be a plus
- EU citizen – or have the right to work in the EU
- A genuine team spirit

We offer

- Remunerated internship (Convention d’Immersion Professionnelle)
- The opportunity to gain experience in the Brussels policy and advocacy sphere
- Joining an international and friendly work environment, in a fast-moving policy environment

*Please send your letter of application, along with your CV, by **April 12, 2022** at the latest, to christine.molina@liquidgaseurope.eu*

We thank in advance all candidates for their interest in this position, but please note that only shortlisted candidates will be contacted.

Brussels, March 25, 2022