



The **EUROPEAN ENVIRONMENTAL BUREAU**,
a federation of 145 environmental citizens' organisations,
has a vacancy for a full-time
PRESS & PUBLICATIONS OFFICER

We are looking for a native English speaker or somebody with perfect written and spoken English to work in our Communications Unit.

The work consists of:

- Drafting and editing press releases
- Proofreading and editing documents written by non-native speakers
- Coordinating publications: layout, contact with printers, and distribution (including supervision of outsourced work). This includes EEB's quarterly newsletter, 'Metamorphosis'
- Maintaining good relations with press contacts in and beyond Brussels and updating the media database
- Organising press conferences and inviting media to EEB events
- Monitoring press coverage
- Joint responsibility for EEB's activity reports
- Up-dating the web site

Qualities and experiences:

- Perfect, native speaker level, written and spoken English; French would be helpful
- Proven writing and editorial skills
- Experience in drafting and revising texts and press releases
- Experience with layout work
- Interest in and basic knowledge of the EU and environmental matters
- Competence with Word; basic knowledge of databases helpful
- Flexibility (we expect and offer flexibility regarding work schedules)
- Prepared and able to work in a dynamic, sometimes hectic, working environment

EEB offers:

- A monthly gross salary of € 2.908
- Various benefits: holiday bonus, 13th month, pension scheme, luncheon vouchers
- A permanent contract following a three-month probation period
- A pleasant working atmosphere in an international working environment
- And a worthwhile cause to work for

Place: EEB office Brussels
Starting Date: Preferably 1 October, 2008

Deadline for application: **31 August** [will be extended if insufficient applications come in by that date] Interviews will be held second week of September [unless extension is necessary]

Please send your application (covering letter and CV) to: John Hontelez, Secretary-General
E-mail personnel@eeb.org or by mail.