



Job Description

Position:	Event and Communications Assistant
Reports to:	Associate Director, European Union (EU) Policy
Position Managed:	None
Location:	WCS EU office in Brussels, Belgium
Scope:	Continental
Position Type:	Part-time 50% (19 hours per week)

Job Purpose:

The Event and Communications Assistant's role is to support the WCS Europe Team by organising key targeted events (both in person and virtual), to enhance the communication with internal and external stakeholders. These events will help to gain visibility in Europe of WCS global activities. The position will assist with the generation of new content and expand the communication products. Travel to European countries, especially France and Germany, is expected.

Organisation Background

The Wildlife Conservation Society (WCS) is a global, US-headquartered non-profit, tax-exempt, private organisation established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, implementation of field conservation across more than 60 countries, mostly in the global south, and experience helping to establish over 200 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding, and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities.

The WCS Europe Team includes WCS EU (a Belgian international NGO affiliated to WCS) based in Brussels, and colleagues based in France and Germany. The WCS Europe Team engages with various institutions of the European Union, and with French, German, and other European governments, to support WCS field programs and share our expertise. We work to develop long-term partnerships with relevant organisations, governments and institutions to improve our conservation impact.

Major Responsibilities:

Events:

- Liaise with the WCS Europe Team and other Non-Governmental Organizations (NGOs) to organise events as needed.

- Coordinate the organisation of meetings and events (both in person and virtual), including venue identification, registration process, speaker coordination, and all other related technical arrangements.
- Developing design materials to be used during the promotion of events, including flyers.
- Take photos, videos, and notes during relevant events and meetings and create follow-up reports and media stories.
- Assist in the coordination of WCS efforts at European policy-related meetings and events.

External Communications:

- Generate and design content, including brochures and infographics, to communicate WCS activities.
- Prepare dissemination / outreach plans for these materials.
- Develop content for the WCS EU web page, WCS EU X (formerly Twitter) account, and other social media, in coordination with the Associate Director, EU policy and other relevant colleagues.
- Ensure communication materials follow WCS and donor's procedures and branding obligations.
- Systematise audio-visual, photographic and infographic files, event registration lists, press releases, publications, among other materials, in the WCS Europe database.
- Support the implementation of any communication and visibility activities and/or products arising from opportunities identified by the WCS Europe Team.

Internal coordination and communication:

- Coordinate WCS Europe Team internal meetings.
- Elaborate and distribute quarterly WCS Europe internal newsletters.
- Maintain and update the WCS EU office and other relevant contact lists.

Job Qualifications:

- Bachelor's degree in a field relevant to event management, social communication, audio-visual communication and or advertising communication.
- One year experience in organising events, meetings and ensuring follow-up.
- Experience of using new digital media, social media, and creation of web-based content.
- Knowledge in the use of Microsoft Office (Word, PowerPoint, Excel).
- Knowledge and basic/intermediate use of design programmes (e.g., Illustrator, Canva, InDesign).
- Intermediate/advanced level knowledge of Mailchimp and Zoom platforms.
- Fluency in English and French required; German would be an asset.
- Exceptional communication, organisation and problem-solving skills.
- Commitment to wildlife conservation.

Additional Requirements:

- Willingness to travel approximately 10% of the time.
- Ability to work across multiple time zones.

WCS EU is an equal opportunity employer, and the organization complies with all employment and labour laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and engaging a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value. The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate for employment based on gender, race/ethnicity, religion, colour, national origin, sex, age, disability, marital

status, sexual orientation, citizenship status, genetic information or any other covered status or characteristic protected by applicable laws and regulations.

It is everyone's responsibility to ensure that we do not tolerate discrimination or harassment based upon a person's membership in one of these protected categories in areas such as recruitment, selection, job assignment, supervision, training, promotions, job grading, transfers, termination, compensation, benefits, educational opportunities, WCS sponsored recreational activities and facilities.

Note that the salary offer will reflect the selected candidate's individual experiences, skills and qualifications, internal equity, work location and country of work.

To Apply:

Please send your CV and cover letter to wcseurope@wcs.org. Applications will be accepted until **April 12th, 2024**. Include "Event and Communications Assistant Application" in the subject line.