



EFAMA

European Fund and Asset Management Association

50 *years*
1974
2024

Role: Junior Communications Manager

Reporting to: Head of Communications & Membership Development

Place of work: Brussels

Basis: Full-time, unlimited period

Starting date: As soon as possible

The European Fund and Asset Management Association (EFAMA), is looking for a Junior Communications Manager to strengthen its Brussels-based Secretariat. This exciting position offers the successful candidate a role in helping to build the industry's profile and strengthen its voice with key stakeholders across Europe. EFAMA is the voice of the European investment management industry. Its membership consists of 29 national associations, 55 corporate members and 24 Associate members.

More information about EFAMA can be found at www.efama.org

ROLE DESCRIPTION

The holder of this position will play a key role in the further development of EFAMA as we continue on the journey to take our Association and industry to the next level. They will assist the Head of Communications with executing EFAMA's communications strategy and campaigns, raising our visibility and enhancing our reputation both externally and internally.

The role will include working on a wide variety of communication projects as part of a dynamic 20-strong international team, including regular interactions with regulatory and research colleagues at EFAMA, our broader membership, and the media & press. Day to day work will be interesting and varied, from coordinating journalist interviews, to executing event marketing strategies, to crafting engaging social media content, to masterminding video content, and much more. The successful candidate will have the opportunity to work closely with seasoned professionals and build skills across many different areas.

KEY RESPONSIBILITIES

- Assist the Head of Communication in executing EFAMA's overall communications strategy and campaigns that support our advocacy objectives, and general profile building initiatives
- Work on a wide range of communications materials such as publications, press announcements, industry articles, speeches, corporate presentations, communication visuals (banners, infographics, etc.) and other appropriate communication tools
- Manage the EFAMA website, ensuring it is incorporating consistent messaging and updated with the latest content

- Maintain business and industry media contacts, distribute press releases, and monitor media coverage
- Assist with event management, including marketing of in-person events and webinars, managing event partnerships, and supporting with set-up/breakdown/reception at in-person meetings
- Social media - manage media accounts such as LinkedIn
- Audio-visual: assist with the production of video interviews, podcasts etc

REQUIREMENTS

- 2-3 years of relevant communications experience, preferably within a financial services environment and/or a European membership organisation
- Experience of developing communications, social media and video content
- Experience using Canva, InDesign, Drupal and Google Analytics an advantage
- Native-level English speaker; other European languages are an advantage
- Excellent communication skills, verbal, written and presentational
- Strong organisational skills and ability to cope with tight deadlines and a complex workload
- High level of accuracy and attention to detail
- Highly proactive, self-motivated, result-oriented, creative and enthusiastic
- Strong interpersonal skills and team player
- Computer and social media literacy

WE OFFER

- An international working environment with a leading European trade association
- Opportunities to grow, take initiatives and work with a young and ambitious team
- Stimulating work focusing on issues of great economic and social significance
- An attractive remuneration package (incl. several benefits) commensurate with qualifications and experience

HOW TO APPLY

You can apply by sending your CV and a cover letter to Miriam.Brunson@efama.org with **Junior Communication Manager** in the subject line.

Your cover letter (max. two pages) should outline your suitability and motivation for the post. It should explicitly reference how your profile matches the different job requirements described above.

Deadline for applications: 16 October 2024. The position is open until filled. Applications will be accepted until a qualified candidate is selected, at which time the recruitment will be closed.

Interviews will be held online or on our Brussels premises. Please note that a written test will be held as part of the selection procedure.

Please further note that only duly completed applications (CV + motivation letter) will be considered.

Due to the large volume of applications we receive, EFAMA will only contact shortlisted candidates.