The **European Transport Safety Council (ETSC)**, an international non-governmental organisation dedicated to the reduction of the number and severity of transport crash injuries in Europe, is seeking a highly motivated and pro-active

Part-time Communications Officer

to join its Brussels office. The Communications Officer plays a key role in promoting ETSC's message through effectively communicating positions on safety policies and providing information to all stakeholders involved in transport safety. She/he will have an excellent knowledge of the EU decision making process as well as first-rate communication skills combined with the ability to manage complex issues.

Responsibilities

Reporting to the Director, the Communication Officer will carry out the following principal duties:

- Developing and implementing ETSC's communication strategies;
- Liaising with media and organising media events in Brussels;
- Organising ETSC events and conferences;
- Editing newsletters, press releases, reports and fact sheets as needed;
- Managing electronic communication tools (website, database);
- Assisting with the efficient running of the ETSC office; contributing to the development and smooth running of administrative procedures and such other duties as and when required by the Executive Director.

Profile

Candidates should be able to demonstrate the following:

- Professional experience in communication;
- Excellent writing skills and an ability to communicate specialist technical knowledge clearly to a non-specialist audience, in particular the media;
- Knowledge of European policy processes;
- Ability to communicate fluently, orally and in writing in English;
- Experience in the preparation of published reports and a proven ability to meet deadlines;
- Effective and pro-active information gathering and information sharing skills, excellent organisational skills, a flexible approach and an ability to plan and prioritise tasks.

Contract

- A one year contract starting immediately with possible renewal
- Brussels-based, 20 hours per week
- A competitive NGO salary, according to age and experience.

Please apply by **no later than 30th November2010** by sending an email enclosing CV and cover letter to:

Mr. Antonio Avenoso
Executive Director
European Transport Safety Council
Avenue des Celtes, 20
B-1040 Brussels
Email: ilyas.daoud@etsc.eu

Only shortlisted applicants will be contacted.