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## ACR+ recruits a new Communications and Administration Officer

### Join ACR+, the Association of Cities and Regions for sustainable Resource management!

The **Association of Cities and Regions for sustainable Resource management (ACR+)** is an international network of around 100 members with the shared aim of promoting circular economy on territories, including the sustainable consumption of resources and the management of waste through prevention at source, reuse, recycling and, as a last priority, energy recovery.

ACR+ membership mainly consists of local and regional public authorities as well as national networks of local authorities representing more than 1100 municipalities around Europe (EU-28 + candidate countries) and neighbourhood policy countries.

ACR+ endeavours to:

- Develop the expertise of public authorities and support them in their transition towards circular economy;
- Encourage practical action in waste and sustainable resource management;
- Anticipate new developments and future challenges facing local and regional authorities;
- Promote the creation of partnerships to develop eco-efficient solutions;
- Encourage harmonization of concepts, definitions and standards.

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### The Association of Cities and Regions for sustainable Resource management (ACR+) is recruiting a Communications and Administration Officer to start by beginning of September 2020.

The position covers both communication and administration functions, depending on the period of the year and projects' lives.

#### Key Tasks and responsibilities include:

Communications: the position will involve a range of activities focusing on internal and external communication tasks of the network as well as communication tasks around different ACR+ projects, in particular EU-funded projects. In particular, it will include:

- Web content creation and management for projects' websites;
- Managing social media accounts;
- Drafting of news, articles and information material;
- Preparation of newsletters;
- Monitoring of news, events and projects focusing on circular economy and sustainable resource management;
- Identify performance indicators for communication activities of EU-funded projects and monitor progress towards their achievement.



#### Administration:

- Support to daily office management, including collection, compilation, assembly and reproduction of ACR+ folders, documents and paperwork (both hard and soft copies);
- Support to ACR+ Programme Managers to prepare documents, reports, timesheets and invoices for the financial and administrative reporting of ACR+ projects;
- Organisation, including provision of general and logistical support, of team events, conferences, workshops, trainings and webinars.

#### Additional tasks include:

- Drafting of press releases and other external communication, in collaboration with the Communications Manager and Programme Managers;
- Help with translations.

The successful candidate will also be involved in preparing ACR+ publications and reports, as well as have an opportunity to take part in different thematic events.

### Qualifications, skills, experience:

- **Education and experience:**

Bachelor's degree - First cycle - EQF Level 6 in communications

*and/or*

Equivalent experience on assisting with EU funded project management (providing input to funding applications, monthly reporting, final reports) and communications (ensuring an efficient communication flow within and outside the project consortium);

- **Languages:**

Perfectly fluent in English (native speaker or equivalent), any other language an asset;

- **Computer skills:**

Excellent knowledge of Microsoft Office Package (Word, Excel, Powerpoint, Outlook);

Basic knowledge in graphic design and website management or willingness to learn;

- **Other skills:**

Excellent drafting and oral communication skills;

Interest in ACR+ themes and activities;

Good knowledge of social media;

Ability to cope with diverse tasks;

Strong coordination, time-management, planning, organisation, monitoring and follow-up skills as well as a very good eye for detail;

Ability to work in a team as well as autonomously.

### Terms and conditions:

- Place of work: ACR+ Brussels secretariat, Brussels, Belgium.
- Full time job under permanent contract.



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## Application

The selection procedure includes a screening of CVs, interviews and tests and a final evaluation.

Please send your job application by email, including a **letter of motivation** (1 page) and a **CV**, to Francesco Lembo ([fl@acrplus.org](mailto:fl@acrplus.org)) and Gaëlle Colas ([gc@acrplus.org](mailto:gc@acrplus.org)) **before 15 September 2020**, indicating your availability.

Be aware that applications are reviewed continuously upon arrival; therefore **application as soon as possible is recommended.**

*Due to the large number of applications we receive for each posting, we are unable to provide feedback on all applications. Only successful candidates will be contacted.*

For more information about ACR+: [www.acrplus.org](http://www.acrplus.org)