

WE'RE HIRING!

EU POLICY & OPERATIONS ASSISTANT

DEADLINE FOR APPLICATION: 22 OCTOBER 2024



ABOUT UIPI

UIPI is a leading representative body for homeowners and private landlords in Europe. Based in Brussels, the UIPI's main task is to ensure that private property owners' interests are represented vis-à-vis European institutions and in the EU-funded projects in which it participates.

PROFILE

- Motivated to work in EU Affairs with interest in housing and climate policies
- Eager to play an active role in EU-funded projects
- Keen on executing communication type of activities and assisting in organising policy events
- Master degree related to one of the following fields of expertise: European and/or public policy, real estate, communication;
- Proficient in written and spoken English. Additional EU languages is an asset;
- Prior professional experience is an added value;
- Strong research and organisational skills;
- Experience with communication and dissemination activities;
- EU national or have a valid Belgian work permit.

WE OFFER

- A fixed term duration contract of at least 6 months (potentially renewable) under Convention d'immersion professionnelle - CIP contract with additional benefits based on the profile.
- A stimulating work experience within an EU umbrella association and multicultural environment, with possibility to travel.

RESPONSIBILITIES

Policy Monitoring & Research

- Track and analyse EU policies, legislation, and initiatives relevant to property sector
- Prepare briefings and summaries on key policy developments
- Attend relevant meetings, events, and conferences, providing detailed reports and insights

Administrative & Organisational Support

- Assist in organising meetings, workshops, and events, including preparing agendas, materials, and logistics
- Provide general administrative support to ensure the smooth running of the office, including maintaining records and handling correspondence
- Liaise with internal teams and external stakeholders to facilitate communication and collaboration

Support for Projects & Communications

- Contribute to ongoing projects by helping with content creation, drafting reports, and contribute to the delivery of project's outputs and deliverables
- Assist in managing the projects and association's communications, including updating websites, events, and supporting social media efforts.
- Help create engaging content to promote our projects

To apply, please send by 22 October 2024 EOB your CV (max. 2 pages) and a motivation letter explaining why you would like to work for us (max.1 page) to Ms. Nataša Vistrička, Policy Director, at vistricka@uipi.com, reference: "Application – EU Policy & Operations Assistant"

Any incomplete application will be disregarded and only shortlisted candidates will be contacted. We review applications on a rolling-basis. We encourage you to apply as early as possible.