

## Job description – Communication and Project Coordinator

The European Federation for Services to Individuals (EFSI) is the voice of the Personal and Household Services (PHS) industry at the European level – also called domestic work at the international level –, representing national trade associations, employers' organisations, PHS providers and companies involved in the development of personal and household services, and currently operating in 21 EU Member States. EFSI is recognised by Employers and Trade Unions counterparts as a representative EU-level PHS employers' organisation.

Established in 2006, the EFSI's mission is to foster a favourable environment for the PHS industry in Europe, especially by improving the image and perception of the sector and promoting adequate policies in support of its development. Moreover, EFSI's Members' vision is to ensure that the specificity of the sector is recognised and that the provision and access to high-quality and affordable personal and household services are granted as a result of adequate economic, social and legal conditions.

### Your role

The Communication and Project Coordinator will lead EFSI's communication and dissemination efforts. This role will involve managing the outreach for EFSI's advocacy initiatives and projects, ensuring effective engagement with key stakeholders through social media platforms and targeted messaging. The Coordinator will play a pivotal role in enhancing EFSI's visibility and reputation and as well as in building and strengthening its network.

Additionally, the Coordinator will oversee the organisation of EFSI events, including General Assemblies, policy conferences, and final events for various projects. He/She will also be responsible for coordinating EFSI's participation in EU-funded projects, ensuring alignment with strategic objectives and efficient project execution.

The Communication and Project Coordinator will report to the Director of Policy and the Board of Directors.

### Description of the position

- **Communication and dissemination (40%)**
  - Develop EFSI's communication strategy.
  - Handle, coordinate and create content for ad-hoc and recurrent annual publications (Newsletters, Annual Activity Report, etc.).
  - Manage EFSI's presence on social media and update website.

- Identify and act on opportunities to promote the work of EFSI. Prepare key messages and use the right channels (website, social media, meetings...).
- Implement communication & dissemination strategy of specific projects.
- **Event organisation (20%)**
  - Coordinate the organisation of different events (in person or online) with members, national and European stakeholders (policymakers, trade unions, employers, NGOs).
  - Be responsible for all logistical aspects: venue, catering, registration, promotion, etc.
  - Support colleagues in the design of the programme and choice of session formats.
- **Project management (40%)**
  - Handle EU-funded projects on a day-to-day basis, including reviewing and preparing material, presentation, publications and minutes.
  - Ensure EFSI's members' engagement in projects.
  - Carrying out practical organisation and follow-up of meetings, events and trips including administering invoices and reimbursements.
  - Organising and maintaining a good filing and archive system.
  - Assist the Director of Policy to develop follow-up projects, including managing the call for proposals.

## Candidate profile

- Relevant university degree (communication, marketing, media studies, EU studies, international relations, business communication) or equivalent by experience.
- Strong organisational skills, respect of deadlines and high level of initiative.
- Good understanding of EU institutions and interest in European and global affairs.
- Excellent writing and verbal communication in English (candidates not complying with the requested level will not be considered). Additional languages are a plus.
- Previous experience of working in communication as well as project management.
- Strong social media and digital marketing skills, website management skills.
- Capable of performing basic graphic tasks.
- Interest in labour and social issues, care policies, social dialogue and gender issues.
- Ability to travel.

## What we offer

This is a full-time position (40 hours per week) with an open-ended contract. The post holder will join EFSI's Secretariat based in Brussels (Tour & Taxis, Avenue du Port 86 C) and will work under the direct supervision of EFSI's Director of Policy. Hybrid office presence and teleworking conditions, with two teleworking days per week.

We offer a captivating and varied function with an organisation driven by its mission and where initiative, creativity, and energy are strongly encouraged. The post holder will have the capacity to develop his/her skills and grow within the organisation.

## How to apply

Candidates are invited to send a detailed **CV** and a **covering letter** sharing with us why they are interested in applying for EFSI and what are their distinctive skills for this job by e-mail to EFSI Secretariat ([info@efsi-europe.eu](mailto:info@efsi-europe.eu)) with "Communication and Project Coordinator" in the subject line. Please note that candidates should have authorisation to work in Belgium.

We will assess the applications as we receive them. Should you be interested please do not wait till the last day, as we may have already filled the position.

The applications will be processed in full confidentiality. We thank all candidates for their interest, however, we are only able to contact those who are shortlisted.

The desired starting date is February 2025.

For more information visit: [www.efsi-europe.eu](http://www.efsi-europe.eu).