



The European Cyber Security Organisation (ECSO) ASBL – [www.ecs-org.eu](http://www.ecs-org.eu) – is a fully self-financed non-for-profit organisation under the Belgian law, established in June 2016. Created in 2016 as the contractual counterpart to the European Commission for implementing Europe's unique Public-Private Partnership in Cybersecurity (2016-2020), ECSO today brings together a wide variety of stakeholders such as large companies, SMEs and start-ups, research centres, universities, clusters and associations, users and operators, as well as local, regional and national administrations. ECSO Members originate from EU Member States, countries part of the European Economic Area (EEA), the European Free Trade Association (EFTA) and H2020 associated countries. The main goal of ECSO is to coordinate the development of the European Cybersecurity Ecosystem supporting the protection of European Digital Single Market, contributing to the advancement of European digital sovereignty and strategic autonomy.

ECSO is looking for a full time

## **Junior Manager for Communications and Events**

### **Job Description and responsibilities**

Under the supervision of the Marketing and Communications Manager, the Junior Manager for Communications and Events will be responsible for the implementation of a series of communication activities that will strengthen ECSO's reputation and place the Organisation as European thought leader in cybersecurity.

#### **RESPONSIBILITIES**

- Implementing ECSO's online/offline communication strategy.
- Managing ECSO's newsletter, drafting news related to ECSO's activities and working groups, and promoting ECSO's Members in the news.
- Managing the coordination and implementation of communication activities related to ECSO's STARTup Award and Cyber Investor Days with stakeholders around Europe.
- Coordinating the promotion of events ECSO is partnering with, as well as assisting with events organised by ECSO.
- Designing communication material for events and initiatives.
- Managing the Organisation's social media accounts (Twitter, LinkedIn, YouTube and Flickr).
- Managing the update and expansion of ECSO's press database, visual library and point of contacts within the membership.
- Supporting communication activities related to ECSO's CYBERSECURITY MADE IN EUROPE Label.

### **Qualifications and skills**

- University degree in communications, journalism or related fields.
- Proficiency using the MS Office software package, WordPress, Mailchimp and Canva. Knowledge of the Adobe package is an asset.
- Very good communication skills – both written and oral, and proven ability to write high

quality content in English.

- Experience in managing social media accounts.
- Strong sense of organisation and ability to manage multiple tasks under pressure and respecting tight deadlines.
- Experience in organising events.
- Ability to work alone and in team.
- Team player and proactive.
- Attention to detail.
- Open minded and fast learner.
- Creative mind-set with a passion for digital communications.

## DESIRABLE

- English native speaker.
- Ability to use the different communication styles.
- Previous work experience in a public-private partnership or association similar to ECSO.
- Some knowledge of cybersecurity and/or other IT-related fields.

## What we offer

You will be working in a multicultural, dynamic environment, within a small team of young professionals. This position will give you a chance to gain knowledge of the growing cybersecurity industry and policy landscape in Europe, it will help you to better understand structure and functioning of European associations and how they interact with the EU institutions. You will work on real case communication activities and directly liaise with professionals working in the public and private sector across Europe. ECSO also offers an attractive salary package with many benefits, such as hospitalisation and medical insurance, meal and eco vouchers, and more.

Starting Date: the 7<sup>th</sup> of November 2022.

Location: Brussels.

Modality: 90% on-site.

Contract: full time, 1 year, renewable.

Only shortlisted candidates will be contacted.

Please send a maximum one-page motivation letter and a CV to [sara.weeks@ecs-org.eu](mailto:sara.weeks@ecs-org.eu) with subject line "Application: Junior Manager for Communications and Events" by the 23<sup>rd</sup> of September. Examples of written and graphic content are welcomed. Only shortlisted candidates will be contacted.

In accordance with GDPR, ECSO ensures that your data will be processed exclusively for the purposes of completing this recruitment process. By applying, you consent to the processing and storage of your data. Your data will be made available to the Secretary-General as well as the administrative personnel responsible for the recruitment process. You can withdraw your application and the right to process the data that you have provided to us at any time by sending an e-mail to [secretariat@ecs-org.eu](mailto:secretariat@ecs-org.eu)