



[www.acrplus.org](http://www.acrplus.org)

ASSOCIATION  
OF CITIES  
AND REGIONS  
FOR SUSTAINABLE  
RESOURCE  
MANAGEMENT

ASSOCIATION  
DES CITÉS  
ET RÉGIONS POUR  
LA GESTION  
DURABLE  
DES RESSOURCES

ASOCIACIÓN  
DE CIUDADES  
Y REGIONES PARA  
LA GESTIÓN  
SOSTENIBLE  
DE LOS RECURSOS

## NEW POSITION AT ACR+ Communications Officer

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

The Association of Cities and Regions sustainable Resource management (ACR+) is an **international network** of nearly 100 members with the aim of promoting the **sustainable consumption** and management of **material resources** through prevention at source, reuse and recycling. 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 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.

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

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### ACR+ is recruiting a Communications officer (maternity leave).

The successful candidate will be part of the ACR+ Secretariat team in Brussels, reporting to the Secretary General and Project Managers.

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### Key Tasks and responsibilities

The position will involve a range of activities focusing on **internal and external communication tasks of the association** as well as **communication tasks around different ACR+ projects, including the European Week for Waste Reduction**. 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**.

### In particular, it includes the following:

- Drafting of press releases and other external communication, in collaboration with the partners of the different projects
- Web content management for project websites
- Monitoring of news, events and projects focusing on circular economy and sustainable resource management
- Managing social media accounts (Twitter, Facebook, Instagram, Flickr, Youtube)
- Drafting of news, articles and information material
- Propose and implement dissemination activities to promote the projects' outputs to the relevant target audiences
- Providing general support to the activities of the ACR+ Secretariat, including supporting Project Managers working on European projects (e.g. website management and preparation of content)

### Additional tasks include:

- Technical support on ACR+ publications
- Assisting in the organisation of events, trainings and study visits
- Help with translations
- Contribute to the development of the Association in terms of membership and orientations
- Representing ACR+ in conferences and international meetings
- Follow-up of European policy and technical developments in ACR+ thematic fields

### Requirements

- **Education and experience:**  
University degree in communication or with relevant knowledge or experience in communication and/or environmental topics  
Minimum 3 years successful relevant professional experience in communication required  
Experience of EU funded projects or project management is an asset
- **Languages:**  
Perfectly fluent in **English (native speaker or equivalent)**, very good command of French, any other language an asset
- **Computer skills:**  
Excellent knowledge of Microsoft Office Package (Word, Excel, Powerpoint, Outlook)  
Basic knowledge in graphic design and web management
- **Other skills:**  
Excellent **drafting and oral communication skills**  
High interest in **ACR+ themes** and activities  
Good knowledge of **social media**, interest in website management  
Good communication skills (oral and written)  
Organised working style, detail-oriented, pro-active attitude  
Ability to work in a team as well as autonomously

### Terms and Conditions

- Starting date: as soon as possible
- Place of work: ACR+ Brussels secretariat, Brussels, Belgium
- Full time position
- Maternity leave replacement (minimum 6 months with possibility to extend the duration of the contract).

### Application

A selection procedure including a screening of CVs, interviews and tests and a final evaluation by ACR+ Secretary General will be organised for the shortlisted candidates.

To apply, send a one page CV and a cover letter to Françoise Bonnet ([fb@acrplus.org](mailto:fb@acrplus.org)) before **30 November 2018**.

**Please note that applications will be screened as they come. Thus, the position might be closed before the closing date. We strongly invite you to send your applications as soon as possible.**

*Due to the large number of applications we receive for each posting, we are unable to provide feedback on all applications. Only complete application will be accepted and only shortlisted candidates will be contacted.*