



Vacancy

Communications Officer

Representing more than 500 aircraft operators, ground services, business airports and the wider ecosystem around business aviation, the European Business Aviation Association (EBAA) exists to enable responsible, sustainable growth for business aviation, enhancing connectivity and creating opportunities.

EBAA was founded in 1977 to defend the interests of business aviation and provides value to its members and society by promoting best practices in safety and environmental sustainability, efficient and proportionate rule-making and increased connectivity within Europe.

EBAA has a small team of international professionals based in our Brussels office, who support our European members. The position will be based in our Brussels offices but also requires some European travel.

As Communications Officer you will report to Róman Kok, the Communications Manager within the public affairs team of EBAA. As part of this team, you are responsible for helping develop and deliver excellent communications on EBAA's work. You will also coordinate closely with the association's policy experts.

- You support EBAA's digital communications channels on a daily basis, developing and designing relevant and engaging content.
- You manage EBAA's weekly internal and external newsletters in a consistent and timely manner.
- Deliver on campaign and advocacy objectives, in collaboration with policy and communications colleagues, and where applicable project partners.
- Monitor information relevant to EBAA's priorities and network, and ensure its rapid dissemination.
- Produce and support content preparation for various EBAA communications channels and purposes.
- In coordination with the EBAA data department, help develop and implement an effective strategy to enhance EBAA's impact online, for example through web analytics reporting.
- Ensure that EBAA's databases and mailing lists are maintained and up to date, in coordination with the membership team.
- Draft press releases and other relevant materials for national and international media.
- Coordinate incoming media enquiries from journalists and other stakeholders and report on EBAA's press coverage.
- Update, maintain and develop EBAA's website.
- Support EBAA's events onsite throughout Europe.
- Support the communications and marketing activities for EBAA's flagship event, EBACE, working closely with internal teams and external partners.
- Manage and utilise HubSpot as the primary CRM and email marketing tool.

Requirements:

- Between two and up to five years of professional experience.
- A degree in a relevant field, such as Communications, Political Sciences or European Studies.
- Competency in CMS and CRM systems, HubSpot, social media and other relevant communications tools.
- Understanding of EU transport policies and decision-making processes is considered an asset.
- Familiarity with the Brussels-focused EU media landscape.
- Ability to communicate persuasively and explain complex and technical information clearly and succinctly.
- Ability to work both autonomously and as part of a team.
- Ability to build productive working relationships with people from different cultures and backgrounds.
- Native-level command of English required; other EU languages are an asset.
- Interest in, and a passion for, aviation is considered a plus.
- Motivation to work in support of the European business aviation community.

Please submit your application (CV with a cover letter) to hr-and-admin@ebaa.org, and adding rkok@ebaa.org as CC.

We are confident that you will understand that, in consideration of the large number of applications that we anticipate, only shortlisted candidates will be contacted.