

Communications & Members Relations Officer

RECHARGE - The Advanced Rechargeable & Lithium Batteries Association

Brussels, Belgium

Background on RECHARGE & position

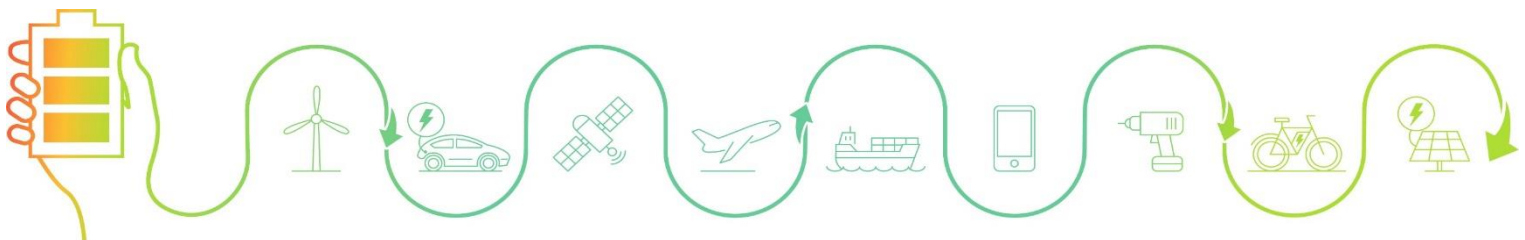
RECHARGE is the European industry association for advanced rechargeable and lithium batteries. Founded in 1998, it is our mission to promote advanced rechargeable batteries as a key technology that will contribute to a more empowered, sustainable and circular economy by enabling decarbonised electricity and mobility, and cutting-edge consumer products. RECHARGE's unique membership covers all aspects of the advanced rechargeable battery value chain: From suppliers of primary and secondary raw materials, to battery and original equipment manufacturers (OEMs), to logistic partners and battery recyclers. www.rechargebatteries.org

We are seeking for an 'Communications & Members Relations Officer' to support the association's internal and external communications activities, events organization and members management. Depending on the profile and interest of the candidates, the position may include policy and advocacy support tasks.

The position is in RECHARGE's offices in Brussels, with the possibility to work from home. The contract is for a part- or full-time position.

Profile & person description

- You hold a university degree in public relations, communications, marketing, events management or similar;
- You have first work experience in a communication related field. Experience in working in a members-based organization or a European association is an asset;
- You are familiar with and have experience in website management/CMS tools as well as mailing/marketing tools; experience in invoicing and/or in database and contacts management is an asset;
- You have experience in events management and running several events and communication projects simultaneously. You have demonstrated your ability to coordinate events or communications projects;
- You are fluent in English and at least one other EU language; your English writing skills are excellent/native level;
- You are experienced and savvy with social media platforms, the creation of banners, infographics, event marketing collaterals; you have an eye for and possibly experience in graphic design for communication products;
- You are excellent with MS Office programmes;
- You have a passion for the energy transition and for the battery sector. You have the ambition to contribute establishing a sustainable and competitive batteries value chain in Europe;
- You are interested in EU policies related to the batteries value chain;
- You have a sense of entrepreneurship and appreciate working in a small organization. You are a team player, result-oriented and able to provide creative and simple solutions to complex issues;
- You are a good communicator and are able to express ideas in a clear and concise manner, in both written and oral forms.



Key responsibilities

- Management of the RECHARGE members database, contact list management of different groups/lists and invitations to meetings;
- Communication with members related to their annual subscriptions, turnover gathering, follow-up with invoices, new members orientation and onboarding;
- Support the organization of Working Groups (invitations, agenda, and presentation preparations)
- Support for the organization of the bi-annual RECHARGE general assemblies and other events, including logistics, invitations and registration management;
- Support updating the RECHARGE website, and with regular posts on RECHARGE social media channels;
- Support developing and follow up on creation/design of communication products, reports and marketing collaterals;
- Depending your profile and interest, the position may include policy and advocacy support tasks;
- Contribute to the content of RECHARGE communication channels e.g. newsletter, social media and website.

Performing other tasks or duties required of the role as appropriate. Contribution to the running of the association and other administrative tasks will be occasionally required. He/She would be closely working with and reporting to the Director for Public Affairs & Communications.

What we offer & how to apply

- Work in a growing association in a highly interesting evolving sector in the energy field;
- The possibility to create and extend over time a strong network of contacts in the Brussels EU policy community as well as batteries sector;
- Full-/part-time position in Brussels, with flexibility for home-office;
- Please email your application in English to recharge@rechargebatteries.org before 19 February 2023 quoting “Communications & Members Relations Officer” and your full name in the email subject line. Your application should include:
 - A cover letter (maximum 1 page) outlining your motivation for the job, why you would be a good candidate and when you would be able to start;
 - a CV (maximum 2 pages).

Please note that only short-listed candidates will be contacted for an interview.

Contact: Kinga Timaru-Kast, Public Affairs & Communications Director, ktimaru-Kast@rechargebatteries.org

