

## **Job ad: European Membership & Industry Relations**

*will be reporting to the CEO*

The European Association of Communications Agencies (EACA) is the Brussels-based voice of Europe's communications agencies and associations, promoting the economic and social contribution of commercial communications to society. Our members comprise advertising, media, digital, branding and PR agencies as well as their national associations – together, they represent more than 2,500 organisations from more than 30 European countries that directly employ over 120,000 people.

**EACA is seeking to fill the position of European Membership & Industry Relations Manager.**

The successful candidate's key responsibility is to:

- Manage and coordinate EACA's Councils and Task Forces and organise the respective meetings (virtual/physical) with senior agency representatives
- In close coordination with the Council & Task Force Chairs, co-run the meetings and contribute to the high-level industry discussions
- Foster strong relationships with and among EACA members
- Identify potential areas and topics for industry thought leadership pieces/initiatives/task forces and implement activities in close collaboration with the members
- Conduct Members' surveys when needed
- Organise EACA's annual physical meetings (agenda, invitation management, speaker correspondence, etc.)
- Run the Best Practice Awards amongst national associations
- Represent EACA in internal or external industry meetings and events
- Support the CEO with EACA's strategy & objectives

### **We are looking for the following competencies**

- Service-oriented approach towards members from multiple countries
- High attention to detail and quality
- Be able to take and drive initiatives
- Have at least 3-5 years of experience in a similar role
- Excellent command of spoken and written English is a must, any additional EU language is a plus
- Excellent command of standard Microsoft Office tools
- Graduated preferably in business administration, management, international affairs or similar
- Reliable team player, ability to multi-task and meet tight deadlines
- Communications industry experience and knowledge is a plus

### **We offer:**

- A full-time position based in Brussels
- Mix of home office and physical presence at the office
- A competitive compensation package

- A dynamic and fast-moving work environment
- An opportunity to shape advertising policies and industry standards
- Occasional travel

Interested candidates are invited to submit their application by e-mail to [tamara.daltroff@eaca.eu](mailto:tamara.daltroff@eaca.eu) **by 22 December 2023**. Your application must include a CV and a max. 1-page cover letter explaining why you are the right person for this job and indicating the date of your earliest availability to start the post. Please understand that we cannot accept applications that do not fulfil the formal criteria. Only complete applications will be reviewed. Telephone interviews will take place in the week of 8 January 2024.

Learn more about EACA: [www.eaca.eu](http://www.eaca.eu)