



Communications Officer

About ESAE

The European Society of Association Executives (ESAE) is the leading organisation in Europe bringing Association professionals together. We empower them by cultivating an inclusive Community where peers connect, share best practices, and elevate one another through continuous learning and growth.

The Role

ESAE is looking for a **Communications Officer** to manage and develop its communications activities, strengthen the association's visibility, and support the promotion of its initiatives and flagship events.

Key Responsibilities

Communications

- Develop and implement ESAE's communications strategy in line with the association's objectives.
- Manage ESAE's social media channels, including content creation, scheduling, live posting, and community engagement.
- Design, produce, and distribute ESAE's monthly newsletters.
- Manage email campaigns, including event promotions, calls to action, and targeted communications.
- Create visual assets and promotional materials for digital and print use (social media graphics, banners, event materials, lanyards, etc.).
- Produce and edit promotional videos, animations, and short-form content.
- Maintain and regularly update the ESAE website with news, articles, and event information.
- Manage media relations and partnerships to increase ESAE's visibility.
- Ensure brand consistency across all communication channels and materials.
- Lead communications for ESAE's annual European Association Summit, including sponsor and media partner coordination, branding and design alignment, AV and mobile app coordination, editorial planning, paid and organic campaigns, on-site communications, and post-event content.

Event Communications

- Coordinate communications with speakers in collaboration with the Events Officer
- Support on-site logistics during ESAE events and contribute to post-event reporting.

Profile

- 1-3 years of experience in communications, marketing, or a similar role, ideally in an international not-for-profit organization.
- Strong written and verbal communication skills in English (additional languages are an asset).
- Comfortable managing multiple projects and channels simultaneously.
- Strong organisational skills and attention to detail.
- Based in Brussels

What ESAE Offers

- A dynamic role in a European and international environment.
- The opportunity to shape ESAE's communications and visibility.
- Close collaboration with senior leadership and key stakeholders.
- Involvement in high-level European events and initiatives.



Please send your CV and cover letter to info@esae.eu by 27 February 2026, mentioning in the subject line "ESAE Comms 2026".

Applications will be reviewed on a rolling basis, with the role starting in April 2026.