

## **Job vacancy: (Medior) Association Consultant**

SEC Newgate EU is a Brussels-based advocacy and communications consultancy with global reach as part of the award-winning SEC Newgate Group.

We are looking for an Association Consultant to join our growing Association Management team to support several trade associations.

This is an exciting opportunity for a dynamic professional with excellent project management skills who thrives in a fast-paced, dynamic, multicultural, and multinational environment.

### **KEY RESPONSIBILITIES**

- Serve as the primary point of contact for association clients, managing client relationships as Association Manager, including:
  - Defining and implementing strategic plans.
  - Developing project plans, budgets, calendars, and checklists.
  - Managing membership processes and engagement.
  - Overseeing association communications (newsletters, websites) and coordinating events.
  - Liaising with external suppliers (events, accountant, translators).
  - Organising, attending and facilitating meetings; drafting minutes.
  - Overseeing accounting and financial compliance.
- Actively expand SEC Newgate EU's network.
- Collaborate with SEC Newgate EU's digital, media and marketing teams to develop creative tools and programmes to support clients.

### **QUALIFICATIONS & REQUIREMENTS**

- 5 to 8 years' experience working for an association, or similar experience managing associations within a consultancy.
- Excellent command of spoken and written English, with proficiency in at least one additional European language preferred..
- Commercially astute, with a client-focused approach and strategic mindset.
- Proven skills in project and event management.
- Ability to grasp quickly highly technical issues.
- Strong organisational skills and an eye for details.
- Good understanding of the EU public affairs and communications landscape.
- Proficient in MS Office and digital tools (websites, digital editing).
- Ability to work both independently and collaboratively.



## WE OFFER

- A dynamic, multicultural, collaborative, and entrepreneurial work environment.
- The opportunity to work with a dedicated and skilled team of consultants from diverse backgrounds.
- A competitive compensation package based on experience.

## APPLY

Send your CV and a short cover letter to [careers@secnewgate.eu](mailto:careers@secnewgate.eu), with the subject line: *Association Consultant*. As applications will be reviewed on a rolling basis, we encourage you to apply as soon as possible.

*Due to the high number of applications, we will only contact shortlisted applicants.*

For more information about our company, please visit [www.secnewgate.eu](http://www.secnewgate.eu).

*By sending us your CV for the purpose of applying to a position within our company, you understand and agree that said CV and the personal information contained herein, or that you shall provide during the selection process shall be processed by the company with a view to assess your application for the open positions as well as building up a recruitment reserve for future positions. The data shall not be held longer than necessary and in any case not more than 12 months.*