

OPEN POSITION



EU Policy and Project Assistant

Safe Food Advocacy Europe - SAFE is a non-profit independent organisation based in Brussels striving to ensure that consumers' health and concerns stay at the core of EU food legislation.

SAFE strengthens the voice of European consumers in civil society and contributes to the reinforcement of participatory democracy in Europe.

Please, visit our website: www.safefoodadvocacy.eu

We are opening **one 'EU Policy and Project Assistant' position** to support SAFE's activities, starting in **September/October 2023**.

PROFILE & REQUIREMENTS

- Master's degree in Project Management, European Affairs, Political Science, Journalism, Law or other related studies;
- Entry-level position (no experience required) – relevant experience (through internships) in EU-funded and/or in EU Affairs and policies is a strong plus;
- Legal eligibility to work in the EU is a must;
- Strong research, editing, writing and proofreading skills;
- Be an independent, proactive, problem solver and team player person;
- Excellent English with strong communication skills (C1/C2 level), other EU languages (in particular, French) are strong assets.

MAIN FUNCTIONS AND RESPONSIBILITIES

- Supporting the team in conducting analysis of EU food safety policies and legislations;
- Creating and implementing consumer-oriented awareness-raising or advocacy campaigns and projects;
- Supporting the conduction of researches, preparation of articles and publications, advertisements, presentations and press statements;
- Conducting fundraising activities;
- Supporting the implementation and development of SAFE's advocacy strategy, increasing its visibility within the European context.

WHAT WE OFFER

- You will be part of a small but dynamic and international team;
- You can play a key role in a growing organisation located in the centre of Brussels and help bolster its reputation in the context of EU Institutions, Non-Governmental Organisations and Trade Associations;
- You will be given responsibilities to follow the EU Food & Agriculture legislation processes in the framework of EU-funded projects;
- You will attend events and conferences at EU Institutions, NGOs and Social Platforms;
- A traineeship contract under *Convention d'Immersion Professionnelle* (CIP) with meal vouchers, coverage of travel costs.

Qualified candidates should send a CV and a cover letter to Floriana Cimmarusti (jobs@safefoodadvocacy.eu) before 20 August 2023 COB.

SAFE – Safe Food Advocacy Europe A.S.B.L.

Rue du Taciturne 50
1000 Brussels
www.safefoodadvocacy.eu

Please note that due to the volume of applications expected, only candidates selected for interview will be contacted. Thank you for your understanding.

Privacy policy: The personal data we collect during hiring processes is only used for the purposes of carrying out the selection process and is deleted once the process has ended. For shortlisted candidates, we routinely ask for their consent to keep their information for 6 months after the end of the selection process in case other vacancies that could fit their profile open.