



# EFAD is looking for a policy and communications officer

EFAD (European Film Agency Directors association) is the voice of national European Film Agencies, bringing together national film and audiovisual agencies from European countries. EFAD membership covers the European Union countries as well as Iceland, Norway, the Republic of North Macedonia, Montenegro, Serbia, Switzerland and the United Kingdom. Since 2014, EFAD is formally established in Brussels as an international non-profit Association (aisbl).

The 35 EFAD members are government or government associated public bodies, in charge of national funding for the audiovisual sector and with the responsibility to advise or regulate on all aspects of audiovisual policies.

EFAD is looking to appoint policy and communications Officer (junior position) to support the association's activities, the organization of meetings & events and contribute to communications. The position includes monitoring and analysis, writing reports and supporting members, under the supervision of the Secretary General. The position is based in Brussels.

## **Main responsibilities**

### **Policy support and association management**

- Monitoring relevant news sources, national and EU policy developments related to the audiovisual sector;
- Compiling and distributing weekly newsletter;
- Researching on specific policy and legal and policy issues and responding to members' questions;
- Providing support to the advocacy activities of the EFAD, including by attending events and meetings with various players (EU institutions, stakeholders), and reporting on them.
- Assisting with the organisation of EFAD meetings (agenda, minutes)

### **Communications**

- Managing databases of contacts;
- Updating the EFAD website (public and members' area)
- Contribute to social media activities (Twitter, Facebook)
- Assisting with the organisation of EFAD events (screenings)

## **Qualifications and skills**

- Master's degree;
- Sound knowledge of the European institutions and of the EU decision-making process;
- Communication skills and experience in social media;
- Relevant professional experience or demonstrated interest and knowledge in European cinema and TV ;
- Excellent English and French with a proven ability to write in a clear, understandable and engaging way. Knowledge of French would be an asset.
- Rigorous, dynamic and responsible, showing autonomy, initiative and reactivity.

## **We offer**

- A full-time position (38 hours a week) and possible travels in Europe, tele-working.
- A one year contract with salary according to experience, coupled with certain benefits

## **Application Procedure**

- Applicants should send CV and letter of intent in English expressing interest in the position and outlining relevant previous experience by email to Julie-Jeanne Régault at [secretariat@europeanfilmagencies.eu](mailto:secretariat@europeanfilmagencies.eu)  
Deadline for application: 18 April 2022
- Due to the high number of applications, we can only provide a reply to shortlisted candidates.