

## Publications, Marketing and Communication Officer - REHVA

**REHVA** is the Federation of European Heating, Ventilation and Air-Conditioning Associations representing a network of more than 100 000 engineers from 27 countries. REHVA is a professional umbrella organization dedicated to the **improvement of health, comfort and energy efficiency in all buildings and communities**. As a professional association REHVA's mission is the promotion of knowledge exchange via publications, professional events and networking activities. REHVA is looking for a new team member to work in this area.

### RESPONSIBILITIES AND KEY TASKS:

- Development and implementation of the annual communication and publication plan
- Production of REHVA publications (guidebooks, REHVA Journal), coordination and administration of the suppliers delivering the publication and promotional materials
- Website development, content management and social media management
- Creation of promotional and marketing materials
- Keeping liaison and provide services to REHVA supporter companies representing HVAC manufacturers and industry

The position involves frequent international contacts and some travelling.

### PROFILE:

- Master's degree in communication, PR, marketing or other relevant fields
- 1-3 year's work experience in communication, marketing, or events management
- Native speaker or very high proficiency in English, proven ability to write, proofread and edit sophisticated English language texts and publications (the working language of REHVA is English)
- Excellent communication and marketing skills
- Advanced internet literacy, excellent social media management skills, knowledge of and experience with website management software
- Good command of French
- Good sense for business development and sales is an asset
- Interest in sustainability and sustainable building technologies is an asset

### DEADLINE

Deadline of application: send your CV and cover letter in English to gm@rehva.eu with the subject *"REHVA vacancy – PMC Officer"* **by 3 December 2018**.

First round interviews are foreseen **between 10-20 December**.

**Indicative starting date: January 2019**

**More information at:** <http://jobs.euractiv.com/job/publications-marketing-and-communication-officer-176640>