



Thematic Expert Environment and Resource Efficiency

Title: Thematic Expert Environment and Resource Efficiency
Workplace: GreenMatters srl offices, Renewable Energy House, Brussels (home office as required by COVID-19 restrictions)
Status: Full-time contract
Desired start: 1st October 2020

Please send your application by email to a.severin@greenmatterz.eu by 24 August 2020.

Only interview candidates shall be notified. Interviews take place in Brussels.

Job summary

We are looking for a dynamic and independent team player to fill the position of a **Thematic Expert for Environment and Resource Efficiency** comprising the areas of cultural and natural heritage, biodiversity, circular economy and waste management. S/he holds a relevant degree and must have at least 5 years professional experience of which at least 2 must be connected with the sector of resource efficiency and environment and the types of tasks to be performed.

The Thematic Expert must be able to quickly grasp complex information. S/he must possess excellent written and oral English skills and should be enthusiastic communicator showing experience in public speaking and moderation of online and offline events. The ideal candidate understands European urban and regional policy and has a proven track record in organising events and in drafting high-quality written material for policy makers and relevant stakeholders.

Main tasks

- Producing high-quality written communication material in publishable quality (policy briefs, articles, features, stories, event concepts, invitations and reports, etc.);
- Agenda development, speaker relations, content validation and moderation for online discussions, webinars, workshops and conferences, etc.;
- Reviewing and commenting policy measures in the areas of environment, resources efficiency, cultural and natural heritage, circular economy and waste management.



The Ideal Profile

- At least 5 years professional experience and at least two years thematic expertise in resource efficiency and environment
- High-level training / degree in a related field
- Experience in event management
- Full proficiency in written and spoken English, mother tongue or similar level
- High degree of independence and autonomous organisation of work
- Attention to high-quality, accurate work
- Outgoing personality and excellent manners
- Digital proficiency
- Understanding of the European institutions and previous experience in EU regional and urban policy are an asset
- The candidate must have a residence permit that allows him/her to work in the EU

Please include in your application:

- A motivational letter
- Your CV
- A short example of your written work i.e. an article (max 1 A4 page)