EU Project Officer (focus on Communication) – (7-month contract)

Location: Brussels, Belgium
Contract: Full-time, fixed-term contract (7 months) February-September

About the Role

We are seeking an experienced and proactive **EU Project Officer** to join our team for a seven-month temporary assignment.

The successful candidate will ensure the continuity and effective implementation of the ongoing EU-funded projects, with a special focus on Dissemination and Communication, including developing Dissemination and Communication reports, development of a project website, and communication materials, organisation and delivery of webinars and in-person events and social media campaigns.

The role requires excellent organisational and coordination skills, solid experience in Communication and Dissemination activities in EU funding projects, and the ability to work independently and in teams and to take responsibility for the completion of the task assigned.

Working closely with the EU Projects team and the other staff members of the Secretariat, the EU Project Officer will contribute to the smooth delivery of projects and the organisation´s EU funding activities.

Key Responsibilities

- Planning, creating and implementing communication activities in collaboration with other partners. Writing reports and other communication material for and about the projects.
- Producing audio-visual content (graphics, podcast, video editing, and footage).
- Managing the content of project websites and social media accounts (Twitter/Facebook/LinkedIn/Instagram/YouTube)
- Planning, organising and delivering EU-wide events (training, networking, dissemination events) in different formats (physical/online/hybrid) in collaboration with project partners, as foreseen by the project's description and budget.
- Creating and coordinating communication actions to promote the events with support of the project partners.
- Collaborating with other partners in work packages and/or tasks of the projects. Implementing the assigned activities in the tasks, such as surveys and desk research on EU policies. Contributing to the report writing on the development and results of the activities.
- Any other necessary task arising

Candidate Profile

Requirements and Experience

- University degree in Communication, Project Management, Architecture or other related background.

- At least **5 years of relevant professional experience in EU-funded projects**, including proven experience in the implementation of Dissemination and Communication tasks and desk research.
- Experience in Mailchimp, Adobe Suite (Photoshop, InDesign, Illustrator,
- Express), Office suite (Word, Excel, PowerPoint), WordPress, collaborative
- working tools (Teams, Zoom, Meet, Google Documents, Google Presentation,
- Google Forms, Miro, Sli.do, MentiMeter, and SharePoint) and Surveys (SurveyMonkey).
- Excellent written and spoken English.
- Applicants must – due to legal reasons – hold EU citizenship or a valid EU residence permit and a valid Belgian or EU work permit. Applications not meeting these conditions will unfortunately not be considered.
- Residence in Belgium is required

Skills and Competencies

- Team player, ability to work collaboratively, proactive and adaptive.
- Excellent communication skills.
- Attention to detail, well organised, and able to meet deadlines. Ability to prioritise tasks.
- Strong analytical and problem-solving skills.
- Ability to work independently and take responsibility for ongoing projects with minimal onboarding.
- Ability to work effectively in a small, international team in the secretariat as well as in big international consortium teams.

Assets

- Experience with EU-funded research and innovation projects in architecture, construction, sustainability or the built environment.
- Familiarity with European Commission reporting platforms and procedures.
- Previous experience working in a European association or international organisation.
- Other European languages.

What We Offer

- A temporary contract (7-8 months), full-time
- An attractive salary package commensurate with experience, including extra-legal benefits.
- Gross salary range 3500€-3800€
- A hybrid working option.
- The opportunity to work on European projects addressing key challenges in architecture, sustainability and the built environment.
- A dynamic, international and collaborative working environment.
- Place of work: ACE office, Brussels, Belgium;

- Working language: English;

Application Process

Interested candidates are invited to submit their CV and a short motivation letter to application@ace-cae.eu by **07/12/2026.**

Interviews for the shortlisted candidates will take place in the week of 14 December. Only shortlisted candidates will be contacted. No online interviews accepted.