

Job offer: Junior Policy and Communication Officer in EUSTAFOR

Full Time

Starting date: as soon as possible

About EUSTAFOR

Founded in 2006, the European State Forest Association (EUSTAFOR) represents commercially-oriented state forest companies, enterprises and agencies. It currently has 30 members in 22 European countries. The overall goal of EUSTAFOR is to support and strengthen state forest management organizations throughout Europe, helping them to maintain and enhance their economically viable, socially beneficial, culturally valuable and ecologically responsible sustainable forest management. In addition to duly informing its member organizations on EU topics and issues that are of concern to them, EUSTAFOR promotes the exchange of know-how and day-to-day field experiences between individual members and works towards the identification of common positions and experiences, especially as concerns the implementation of European legislation and political strategies related to forests. EUSTAFOR is a capable partner in dialogues with EU institutions and stakeholders, providing practical, comprehensive feedback and contributions to legal and strategic decisions concerning the sustainable development of Europe's forests.

As a dynamic organization, EUSTAFOR offers interesting and varied job opportunities in a vibrant working atmosphere. Further information at: www.eustafor.eu

Job responsibilities

EUSTAFOR's Junior Policy Officer will closely cooperate with EUSTAFOR's Executive Director and Office Manager. This will provide an excellent opportunity to develop in-depth knowledge on various EU policy topics, gathering valuable experience and knowledge about EU and international forest-related stakeholders and collaborations.

The responsibilities will include (indicative list):

- Analyzing of policy documents and preparing briefs
- Elaboration of draft information documents for EUSTAFOR members
- Cooperation with the Executive Director (ED) and other staff members in the execution of decisions by the Executive Committee (ExCom) and the General Assembly (GA)
- Assisting the ED in working on EUSTAFOR position papers, statements and presentations
- Participation in meetings organized by the EU institutions in Brussels and preparing briefings and post-processing of those meetings
- Compiling the "eustafor.express" newsletter and drafting news briefings and press releases
- Maintaining and updating EUSTAFOR's website



- Preparing and contributing to meetings organized by EUSTAFOR (Executive Committee, General Assembly, Working Group meetings and other thematic workshops and seminars, etc.)
- Supporting the office management in certain administrative and operational tasks

Expected candidate profile

- A background in forestry or similar is essential
- Fluent oral and written English skills, French or any other European language is an asset
- Good communication and writing skills
- Very good knowledge of Microsoft Office tools – Word, Excel, PPT
- Ability to integrate and perform in international team work
- Willingness to assist in day-to-day office operations
- Interest in forest policy and EU matters
- Flexibility regarding travel
- Dynamic, entrepreneurial, organized, analytical, resourceful and communicative

The place of work will mainly be the EUSTAFOR Executive Office located in the European Forestry House in Brussels. The association provides all necessary office facilities and equipment and will assist in finding a suitable accommodation.

Contact

Interested candidates should send their applications, including updated CV, to

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