

The Green European Foundation is currently seeking a full-time

Editorial assistant for the Green European Journal

The Green European Foundation (GEF) is a European level political foundation funded by the European Parliament. GEF is affiliated to the European Green Party and active in political education projects on European issues. Our mission is to encourage European citizens to participate in European political discussions. As a forum for cooperation at European level, we work closely with our national member foundations and thereby aim to strengthen the Green network in Europe.

The Green European Journal (GEJ) is one of GEF's main projects. Since 2011, it has been developed as a (mainly online) space for European-level debate among Greens. Thematic editions explore a topic in depth from different national perspectives, while regular articles and political analysis from a wide range of voices and in various languages are published on the website (see www.greeneuropeanjournal.eu). Topics are regularly explored further in public seminars and conferences across Europe.

The role of the Editorial assistant is to assist the Editor in chief at each stage of the production process of the Green European Journal's content, ensuring the overall publishing quality of the GEJ and the development of its readership. A special emphasis is put on the editorial work, the dissemination and outreach and development of the network. The Editorial assistant works under the supervision of the Editor in chief and is supported by an intern. He/She also collaborates with the other team members of the Green European Foundation to increase the synergies between the projects and their overall impact.

Main responsibilities and tasks:

- **Assistance to Editor in Chief in the production process of the thematic editions and of the online Journal**
 - Journalistic and linguistic editing and proofreading of the articles
 - Coordination of text production including liaison with authors and translators
 - Input in the conceptual development phase of the editions and support in the identification of articles, content and authors to feed the GEJ website on a daily basis
 - Ensuring regular updating and maintaining of the GEJ website
- **Implementation of the social media and outreach strategy**
 - Implementation of the communication plan and outreach strategy, in collaboration with the GEF Communications Officer
 - Web-based promotion and management of social media
- **Network development activation and enlargement**
 - Regular contact with correspondents and journalists
 - Management of the network of partners publications
- **Organisation and administration of the GEJ activities**
 - Organisation and follow-up of the events linked to or promoting the GEJ (conferences, workshops, Editorial Board meetings, etc.)
 - Budget monitoring, reporting and archiving of GEJ activities

Qualities and experience sought:

- Native-level English speaker. All other European languages are an asset
- 1 to 3 years of experience in a relevant position (edition, journalism, communications)
- Excellent editorial and writing skills, with attention to detail
- Proficiency with social media management and other web-based communications
- Developed organisational skills
- Capacity to multi-task and deliver on parallel objectives and deadlines
- Capacity to work in a team as well as ability to structure and prioritise work independently
- Familiarity with the European debate, EU politics and institutions
- Interest in current Green issues and debates
- Able to function in a political and intercultural environment
- Availability for occasional work outside regular office hours and occasional travels

The Green European Foundation offers

- a full-time contract (38h/week) for a two-years period
- an indicative monthly gross salary of 2600-2800€ (subject to Belgian social security and income taxes), and extra advantages (meal vouchers, transportation) – depending on experience
- an open, positive and engaging working atmosphere in an international environment

Ideal starting date: beginning of November 2017

Office location: Brussels

*Interested candidates are requested to submit their application by attachment to an e-mail to applications@gef.eu until **1st of October 2017** midnight, attention of Aurélie Maréchal, Director of GEF. The application must include a current CV and a cover letter outlining the motivation for this position at GEF, both comprised in a single pdf document which includes first and last name of the candidate in the document name.*

The interviews for the position will take place in Brussels between the 9th and 13th of October

*In case of questions, please do not hesitate to send an e-mail to **applications@gef.eu**.*

More information:

Green European Foundation www.gef.eu

Green European Journal www.greeneuropeanjournal.eu