

The Secretariat of Copa-Cogeca
which represents European farmers and European agri-cooperatives

is recruiting 1 Policy Assistant (m/f)

Overall description

We are looking for a bright, well-organized, and self-motivated Policy Assistant to join our commodities and trade team.

The Policy Assistant is a member of the Commodities and Trade Team whose primary duties are to provide administrative support to the Policy Team. The Policy Assistant will manage a variety of projects assignments as well as contribute to the policy work. The Policy Assistant will have the opportunity to collaborate on the preparation of a range of policy issues and work within a highly collaborative department.

As the Commodities and Trade Team member, this position has a strategic role, as the organisation of internal and external meetings and the good flow of communication between the Secretariat and member organisations is pivotal to the day-to-day functioning of our organisation. The position requires strong project management skills. Ability to manage work across several different projects and tasks, working with the team to identify and deliver on our priorities.

This position will require superior attention to detail, great organisation, and prioritization skills, as well as the ability to plan ahead and meet tight deadlines with a high degree of care and diplomacy. As Copa and Cogeca are involved in EU public affairs, a high level of integrity and discretion in handling confidential information, as well as professionalism in dealing with high-level politicians and stakeholders is of vital importance.

The successful candidate will have strong verbal and written communication skills in English and a good understanding of French and possess the ability to not only complete complex tasks but the willingness to innovate and propose new working methods to streamline processes and improve efficiency. Furthermore, we are looking for a candidate with strong experience on IT tools, specialized software or datasets.

He/she is expected to think independently, react with the appropriate urgency to situations that require a timely response, while maintaining the confidence to ask for guidance when necessary. Finally, we are looking for a candidate who shows the same level of commitment to all kinds of tasks - from the most technical to the most operational ones.

Key Responsibilities include:

- Scheduling meetings across time zones and management of different meetings (Working Parties, Civil Dialogue groups, events) for Commodities and Trade team
- Policy and data research
- Managing the preparation and translations of key internal and external documents in close collaboration with the Copa-Cogeca Translation Team
- Responding to various written or telephone enquiries for the Secretariat, as well as operational aspects related to the welcoming of external visitors
- Preparing the agenda of the team meetings
- Identifying ways to improve team efficiency and performance
- Participating in the IT reform of Copa-Cogeca
- Updating information on the Copa-Cogeca Intranet
- Attending to the Copa-Cogeca's reception services when necessary

Basic Qualifications

- A Bachelor's degree or Relevant experience as Policy Assistant
- Experience with organisation of meetings and public events
- Experience with international organisation
- Experience with Microsoft Office/Microsoft Teams (or related collaborative products)/workflow software
- Experience with IT tools, specialized software or datasets. Ability to learn new working tools
 - o COMTEXT, EUROSTAT
 - o Microsoft (POWERPOINT, Excell, Word)
 - o ADOBE, PHOTOSHOP, Creative tools
 - o Other tools
- Written and spoken English fluency and a good command of French.

Preferred Qualifications

- Experience with working with government and/or policy stakeholders preferably at EU level.
- Excellent organization, planning, time management and problem-solving skills
- Ability to handle administrative details independently while keeping team members informed.
- Strong organizational/communication skills.
- Ability to build effective working relationships and earn trust.
- Fluency in additional European languages.
- High level of integrity and discretion in handling confidential information.

We offer:

- A one-year fixed contract with the possibility of prolongation.
- Additional benefits includes meal vouchers, and reimbursement local transportation costs.

Application:

A CV (maximum 2 pages) and motivation letter (maximum 1 page) should be sent in EN or FR by e-mail to: gabriella.delvaglio@copa-cogeca.eu
Applications are open until 23.04.2021. If you do not receive news from us by that date, please assume that you have not been selected.