



About us

Climate Alliance is a non-profit association uniting local authorities and indigenous rainforest peoples in their efforts to mitigate climate change. Climate Alliance currently counts some 1700 member cities, municipalities and regions in 26 European countries. Its activities are coordinated by the European Secretariat based in Frankfurt (DE) and its Brussels Office (BE).

Climate Alliance supports its members in achieving their voluntary commitments of reducing CO₂ emissions by ten percent every five years and to halving per capita emissions by 2030 (base year 1990). Since 2007 the Brussels Office has advocated for improved legal framework for local authorities and for recognising their role in the European climate and energy policy, as well as for funding opportunities for local authorities for implementing their climate actions. Climate Alliance is also part of the [Covenant of Mayors](#) Office running the initiative for the European Commission. Financing climate and energy related investments has been a priority for Climate Alliance for several years. Climate Alliance runs a permanent working group on financing, coordinates the [CITYinvest](#) project focusing on innovative financing and started a new service contract with the European Commission in June 2016 to deliver sustainable energy investment forums in several EU member states.

More information: www.climatealliance.org

Missions

We are looking for a project assistant to join the highly motivated and multinational / multilingual Brussels office to reinforce the climate finance team in its diverse range of activities.

His/her tasks will include:

Support the project manager of the Sustainable Energy Investment Forums – initiative in

- Preparing regular reports to the European Commission / EASME
- Organisation of events in several EU members states, including event and speaker management and event logistics
- Liaising with national contact points and experts
- Supporting the follow up of national events and meetings, contributing to a long-term impact of the events in the countries and regions
- Organising EU level networking events, including event and speaker management and event logistics
- Supporting synergies with related activities such as within the framework of the Covenant of Mayors, the Horizon2020 CITYinvest project and the Climate Alliance Working Group on Financing.

Qualifications

Required skills:

- Fluency in spoken and written English, proficiency/very good command in French and other EU languages is an asset,
- Strong communication skills in written and public-speaking,
- Excellent organisational skills, ability to multitask,
- Facility with common office software applications such as MS Office,
- A pro-active attitude with the ability to problem solve and work with a high level of initiative and autonomy when required,
- Effective personal communication style with the ability to work cooperatively in a team environment.

Preferred education & experience:

- Good knowledge of EU funding and EU policy in the field of climate and energy

- A Master's Degree in relevant field (e.g. environment / energy / climate change, town and regional planning, EU policy), economic background is an asset
- Experience in working with local authorities is an asset
- Experience of projects on energy efficiency financing and European energy policy is an asset
- Project reporting/project management office experience and demonstrated ability to work with geographically dispersed teams and projects would be an advantage.

Contract: The contract will be made between the individual and Climate Alliance under the Belgian law. The corresponding assignment is based on a full-time for 2 years and will start as soon as possible. Climate Alliance offers a benefits package (incl. paid leave / '*pécule de vacances*' & restaurant vouchers) and a positive working environment.

Location: Climate Alliance Brussels Office, 63-67 Rue d'Arlon, 1040 Brussels, Belgium

Application: Applicants must have the legal right to be employed in Belgium.

To apply, please send a motivation letter and your CV (in [Europass](#) format) to: brussels@climatealliance.org

Closing date for applications: 30 November 2016

Only short listed candidates will be contacted