



Officer - Statutory Affairs and Events

Join the largest and oldest organisation of local and regional governments and help us building a more inclusive, just, and resilient Europe by unlocking the power of local democracy. We endeavour to become the main network of territorial leaders with a vision to ensure local and regional governments are best equipped to drive the transitions of their communities towards Europe 2050 and address global challenges. This requires strengthening the relationships with our member associations, rethink the way we engage with our community through statutory meetings and strategic events. Are you the right person to help us to deliver on our ambitions?

Why work for CEMR?

- CEMR aims to foster a closer relationship between local and regional governments and the European Union and other international institutions, working as a reliable partner to co-shape European legislation and localize the SDGs.
- We work to strengthen city-to-city and region-to-region cooperation to increase knowledge-sharing opportunities and capacity-building.
- By joining the CEMR you will integrate a multicultural, dynamic, and collaborative team of 40+ people based in Brussels.
- CEMR offers an attractive remuneration package and career progression opportunities.

Your **key responsibilities** as Officer – Statutory Affairs and Events include:

- Gather and produce meeting files, reports, concept notes and comments, and ensure their dissemination among CEMR member associations within the foreseen deadlines. Organise translation when necessary. Prepare minutes for each meeting.
- Contribute with other colleagues to the organisation of dynamic political debates, in line with CEMR work programme and multi-annual strategy. Contribute to the preparation of any institutional or communication material for the event.
- Ensure relevant and timely correspondence with CEMR member associations and its statutory bodies, adequate follow-up to invitations and requests of CEMR member associations.
- Ensure the compilation of the nominations of the delegates of CEMR member associations in the organisation's representative bodies and working structures.
- Ensure that the Statutes and Rules of procedure are fully respected and updated, if necessary, as well as inform the Belgian authorities of any approved modification.
- Ensure updates of internal databases, institutional and statutory CEMR calendars.

Your profile

- You have a master's degree in European Affairs, Political Science, International Affairs, Law, Business Administration.

- You have a minimum of 5 years of experience of working in a similar role in a member-based organisation and of dealing directly with its members; experience in or with a local/regional government or association would be a strong asset.
- You feel confident in working with high level politicians and their representatives.
- You are very experienced with administrative duties.
- You have organisational skills and proven record of organising significant events.
- You have English mother tongue level and good knowledge of French; additional language an asset.
- You have experience of working in an intercultural and multinational environment.
- You have strong networking and interpersonal skills.
- You are able to work autonomously and proactively, you can prove ability to work under pressure with very strict deadlines.
You have critical thinking and are open to new ideas; You are enthusiastic, you are a strong team player, and you have a good sense of humour as well as strong time management and a keen eye for detail.
- You are willing to travel, mostly in Europe, several times per year.

Do you wish to join CEMR?

We are looking forward to meeting you! Send your CV and application letter (one document in French, the other one in English) telling us about your motivations and interests to application@ccre-cemr.org before 23h59 – 15 March 2023. Please put Statutory Affairs Officer in the title of the email. Job entry will take place as soon as possible. Please note that only short-listed candidates will be contacted. More about us: www.ccre.org

CEMR is an equal opportunity employer.