**Job Vacancy:** Communication Assistant
**Location:** Brussels, Belgium
**Contract type:** Full-time

**Synopsis**: The successful candidate will play a key role in shaping ALDE Party’s communications by managing its website, supporting editorial and press work, and contributing to social media and newsletter campaigns.

The Alliance of Liberals and Democrats for Europe Party (ALDE Party) is the European political party bringing together parties with common liberal and democratic ideas from more than 40 European countries. Its role is to strengthen the liberal movement throughout Europe, define a common political vision and communicate it effectively to European citizens.

The Brussels-based Secretariat of the ALDE Party supports the activities of the party, organises its meetings, manages its external communication and facilitates European policy development and networking amongst liberal parties.

To support the work of our **Communications & Events Unit**, we are now seeking a Brussels-based **Communication Assistant**.

**Main responsibilities**

* Manage and update the aldeparty.eu website: news, events, leadership, staff and member parties’ pages
* Plan, write and publish web articles reflecting news and events of ALDE Party and its member parties across the European continent
* Lead the technical creation and distribution of external and internal newsletters such as Liberal Insider, ad-hoc email campaigns and press releases
* Suggest, draft and publish content across ALDE Party’s social media channels (X, Facebook, Instagram, Bluesky, LinkedIn, YouTube, TikTok)
* Act as Editor of ALDE Party’s biannual flagship magazine Liberal Bulletin, coordinating in-house and external contributions
* Support media relations, including contact database management, press monitoring and outreach
* Assist in communication activities of statutory events such as Congresses and Councils

**Profile**

* Bachelor’s degree in communications, journalism, political science or a related field
* At least 2-3 years’ relevant professional experience in communications, media, or public affairs
* Excellent command of English (both written and spoken); additional EU languages are an asset
* Strong writing and editing skills with attention to detail
* Knowledge of website CMS (expertise in Odoo is a strong plus), email campaign tools and social media platforms.
* Interest in European politics and an affiliation with liberal values
* Team player with strong organisational and multitasking skills

**What we offer**

* A full-time position in Brussels, starting as soon as possible
* A stimulating role in a diverse and motivated team, working closely with high-level liberal leaders across Europe
* The chance to develop skills in digital communications, editorial work and political messaging in a truly European setting

**How to apply**

Please submit a CV (no photo) and letter of motivation on our website application platform by **Sunday 14 September 2025**.

*At ALDE Party, we believe that diversity, equity and inclusion are essential to our success. We are committed to creating a welcoming and supportive environment for all employees, regardless of their race, gender, age, religion, disability, sexual orientation, or any other characteristic that makes them unique.*