



POLICY ADVISER FOR SOCIAL AND ECONOMIC AFFAIRS

- full-time, maternity leave replacement-

Requirements

- A higher education degree in Socio-economic or Political Sciences
- Good knowledge of the Social Teaching of the Catholic Church
- Experience and/or deep understanding of the 'EU political system' and the EU institutions as well as social, and economic policies at the European level
- Interest in relations between the Church and the EU
- Excellent communication, organizational and interpersonal skills
- Strategic and proactive thinking
- Excellent proficiency in English, both written and spoken (CEFR C1 level or equivalent). Other EU languages are an asset

Added value

- *Working experience within an international environment and/or experience working with EU institutions, government, and NGOs.*
- *Strong computer skills, especially Microsoft 365 tools. Use of IT for hybrid work (Zoom and Teams).*

Role

- Under the supervision of the General Secretary, and as part of the Secretariat, the policy adviser for Social and Economic Affairs will:
 - follow and analyse the EU legal initiatives in the field of Social and Economic Affairs
 - monitor the activities of the relevant Committees of the European Parliament
 - establish regular contacts with interlocutors within EU Institutions and EU- related organisations active in Social and Economic Affairs
 - work in a small team with like-minded individuals to address the most up-to-date issues between the Catholic Church and the EU
 - cooperate with other faith-based organisations in the formulation of common positions (regular meetings, position papers).

Specific tasks

- **Secretary of the Social Affairs Commission of COMECE:**
 - This Commission meets twice a year. It monitors the wider social policy of the EU including initiatives addressing social injustices, unemployment, and poverty as well as regional, economic and social imbalances. Under the supervision of its President (elected Bishop), the Secretary oversees the preparation and organisation of the meetings.
- **Member of the European Sunday Alliance:**
 - As a permanent member of the European Sunday Alliance's Steering Committee, COMECE is raising awareness of the unique value of a day of synchronized free time (joint declarations, events, media campaigns, etc.)
- Write **briefings on specific topics** for the General Secretary and reports for the Assemblies.
- Propose and organise **events** (conferences, bilateral meetings with key EU stakeholders)

What we offer

- To live the mission of the Catholic Church in the EU as well as the policy-making processes and dynamics between the EU institutions (Parliament, Council, Commission) and the Church
- Work in a multinational and dynamic team near the EU Parliament
- A working contract from 02/05/2023 to 15/12/2023
- Salary commensurate with experience plus extra-legal benefits package

How to apply

Please send your CV and motivation letter in pdf format to our Office & HR Manager, Carolina Ducoing via email to: carolina@comece.eu with the subject line: "maternity leave 2023" by **Friday 17 March 2023 17:00hrs**. Motivation letters should be one page only. Only short-listed candidates will be contacted for the interview process.

Candidates must have the right to live and work in Belgium.