

Job Vacancy

Advocacy Coordinator

Brussels

CECOP, the European Confederation of cooperatives active in industry and services, is looking for an Advocacy Coordinator to join an international team based in Brussels.

About the employer

CECOP associates 25 member organizations from 16 European countries, and represents approximately 40,000 cooperative enterprises, employing over 1,3 million workers. CECOP is the voice of its members, mainly vis-à-vis European institutions, as well as other European-level organizations. Beside advocacy and promotion of cooperatives in industry and services, a crucial role of CECOP is also to facilitate networking, information exchange and development for its members. CECOP represents democratically owned and managed enterprises, contributing to sustainable and inclusive growth while combining economic performance and social progress.

CECOP has a team of 4 full-time employees, with very complementary profiles. CECOP also hosts and manages the secretariat of CICOPA, the global organization of cooperatives active in industry and services.

You can find more information about CECOP and CICOPA here:

www.cecop.coop

www.cicopa.coop

About the function

The Advocacy Coordinator will work on developing and implementing CECOP's advocacy activities toward EU institutions mainly but also toward the non-institutional policy makers, as defined in the [newly adopted strategic plan](#). She/he will work under the direct supervision of the Secretary General, and coordinate (together with the Membership Coordinator), the work of the Policy and Research Assistant, and the Communications Officer. The Advocacy Coordinator, as the rest of the staff, will also contribute to the activities of CICOPA.

Main tasks and responsibilities

- Develop and implement the advocacy strategy for CECOP (Europe) and monitor policy developments for CICOPA (world level).
- Promote and represent CECOP in front of EU institutions and relevant stakeholders.
- Develop policy documents, reports and publications in collaboration with members and other partners.
- Monitor EU and international policy developments.
- Collaborate with current and potential partners, including cooperative and social economy organizations, and civil society organizations.
- Organize events (conferences, workshops, trainings, etc.)
- Ensure effective project management, including budget management.
- Coordinate external communication activities and contribute to research activities.

Candidate's profile

- Master's degree in a relevant field (political science, economy, social science, law, international or EU affairs).
- Previous experience of minimum 5 years as policy/advocacy coordinator or officer in a European or international organization.
- Sound knowledge of different institutional partners (EU institutions and UN institutions) and of the EU decision making process.
- Interest and/or experience in the cooperative movement is a strong asset.
- Experience in a membership-based organization is an asset.

Required skills

- Excellent spoken and written English, knowledge of Spanish or French is a strong asset.
- Ability to negotiate and network.
- Strong written and oral communication skills, confident public speaking.
- Ability to research, collect, analyze, and summarize information.
- Capacity to organize one's work agenda autonomously and proactively, managing multiple deadlines with consistency and accuracy.
- Adaptability to different environments with an international and multicultural mindset, and availability to travel occasionally.
- Flexibility and capacity to work in a team.

The CECOP offices are located in Brussels. The candidate must have a valid work permit for Belgium or be an EU national. We are looking for a candidate to join our team as soon as possible.

What we offer

We will offer a full-time, open-ended contract, with the gross monthly salary of 3.000 EUR. Public transport within the Brussels region, meal vouchers, hospitalization insurance and additional benefits are provided.

Application procedure

Applicants should send their CV and cover letter to cecop@cecop.coop by 30 September 2021 (midnight). In the subject line of your email please indicate your full name and "Advocacy Coordinator Application". Selection interviews are expected to be held in Brussels in October.