

## JUNIOR EVENT ASSISTANT (TRAINEESHIP)

<b>Start date:</b> Mid-August 2025	<b>Application deadline:</b> 28 July 2025
<b>Duration:</b> 9 months	
<b>Type of contract:</b> Convention d'immersion professionnelle (CIP)	
<b>Remuneration:</b> €1,200 / month + reimbursement public transport in Brussels	
<b>GENERAL DUTIES:</b> <p>At the European Heat Pump Association (EHPA), we value the importance of creating exceptional experiences through our events.</p> <p>As a Junior Events Assistant at our organisation, you will be involved in the day-to-day operations of events and member relations in the renewable energy sector, helping in bringing our vision to life, conveying EHPA messages and engagement with EU institutions while learning everything about heat pump technology, the industry sector and taking an active role in the European energy transition.</p>	
<b>SPECIFIC DUTIES:</b> <p>More concretely, you will be supporting the team in organising and executing impactful events: you will work closely with our communications and events team, sharing ideas, collaborating on projects, and supporting each other the certification and communication teams, going to events in Brussels and being flexible to possibly travel to other EU countries.</p> <p>Your daily tasks will involve:</p> <ul style="list-style-type: none"><li>- Assist in planning and organising events (in-person, virtual, and hybrid)</li><li>- Support events communications and marketing (emails, social media, newsletters, visuals)</li><li>- Coordinate logistics including venues, catering, equipment, and suppliers</li><li>- Maintain event documentation, schedules, and guest lists</li><li>- Support with on-the-day event delivery and post-event evaluation</li><li>- Liaise with attendees, partners, and internal teams</li><li>- Track event budgets</li></ul>	
<b>EDUCATION:</b> <p>You have relevant academic background in event management end/or marketing communication.</p>	
<b>PROFILE:</b>	



### **Qualifications**

You have some experience in events management, or you demonstrate a genuine passion for event management and/or marketing communications. You are proactive and a team player, can manage multiple deadlines and are enthusiastic and organised.

### **Personal and Social Skills**

You are a fast learner, pay attention to detail and are creative.

### **Language Skills**

You have a very good level of English (spoken and written) as it's our working language. Any other EU language is an asset.

### **IT Skills**

You are confident with MS suite and ready to learn to use tools like Eventmaker, Hubspot, Eventbrite, Canva (etc).

### **Other Skills**

You are interested in delivering great events and advocacy networking opportunities in the clean energy sector.

### **REPORTING**

You will report to EHPA Senior Event Officer.

### **OTHERS**

The position is Brussels-based. Two days of homeworking in Belgium are allowed per week.

To apply, an EU Citizenship or a valid permit to work in Belgium is compulsory.

### **INTERESTED?**

Please send your CV and motivation letter to [through this link](#) .

**By applying, you consent to sharing your personal information.**

**EHPA commits to erase it after the recruitment procedure unless needed for hiring purposes.**



**European Heat Pump Association (EHPA)**



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