

Press Release

09 July 2021

Brussels

European Enterprise Alliance is looking for a Secretary General

European Enterprise Alliance is an alliance of employers' organisations and business from Central and Eastern Europe. We are a membership organisation, and we provide a platform for experts, entrepreneurs, and pro-market intellectuals convinced that the best way forward is to protect economic freedoms. We promote equal rights and a transparent business environment that enables micro, small, and medium-sized enterprises to compete with global players and increase prosperity in the EU.

For our growing Brussels-based Secretariat, we are now recruiting a Secretary General. The Secretary General is the organisation's public face and is responsible for leadership and direction to the organisation's strategic and policy development.

Job Description

The Secretary General mission is to facilitate effective internal administration of the EEA, represent the organisation externally, acquire new members and develop relations with EU policymakers and other stakeholders. He/she will work and report to the Board led by a President and cooperate daily with matrix organised associations from Central and Eastern Europe.

Alongside his role as a Member of the Board, the Secretary General is responsible for the following matters:

- monitoring the work of the European Institutions and contribute to policy publications of the EEA
- participating in EU policy events and representing the EEA positions on regulatory and policy matters
- supporting the development of membership and opportunities for collaboration with external partners
- managing the planning and delivery of the organisation's established programmes and activities in the best interests of the organisation and its member

- managing legal and accounting activities of the EEA, planning and setting up agendas for regular meetings with the Board and General Assemblies
- advising members on the ongoing EU policy
- providing a central point of contact for all persons interested in EEA activities
- supporting the EEA in developing its structure and composition, and maintaining documents and databases in order
- coordination of the EEA Office, and maintaining effective working practices with other team members
- supporting communications activities by contributing to the External Newsletter (bi-weekly), Podcast recordings (monthly) and events moderation (as requested)

Experience & skill requirements:

- a university degree and at least 8+ years of policy and advocacy experience in Brussels
- experience and understanding of European policy environment and communications issues
- ability to establish, manage and develop collaborative working relationships with a range of internal members and external stakeholders
- solid track record of strong leadership and motivating an effective team in a matrix organisation
- strong administrative and financial skills demonstrated in a senior strategic role
- an enthusiastic self-starter, independent and confident 'people-person'
- excellent command of English, knowledge of any of the CEE languages is an advantage

What we offer:

- a freelance part-time contract with a remuneration according to the sector standards and experience of the candidate
- an office access in Brussels with a possibility to work remotely
- challenging job in a growing organisation

To apply for this position, please send your CV and cover letter a.boutanos@zpp.net.pl.