



Vacancy: PES Women Policy and Campaigns Assistant

The Party of European Socialists (PES) is a European political party, which brings together Socialist, Social Democratic, Democratic and Labour Parties of the European Union. The PES acts as an important network organization for our member parties by providing policy advice, assistance and organization of EU-related events. Our office is based in Brussels.

PES Women is a standing committee of the PES and brings together progressive feminist women and allies from PES member parties to discuss and promote gender equality inside and outside the PES on a regular basis. Moreover, PES Women acts as a guardian for gender mainstreaming PES policies and programmes, ensuring that a feminist perspective is always present in the party's work.

Your tasks:

- Support the work of PES Women on gender equality and women's rights. Under the supervision of the PES Women Coordinator, contribute to the following:
 - EU Policy: in the field of gender equality
 - Provide research and briefings and develop policy proposals
 - Draft political documents: political declarations, resolutions, letters, speaking notes and background material for the leadership, in-depth policy analysis, etc.
 - Monitor policy developments and contribute to the implementation of the PES Women working programme
 - Follow congresses, conferences, meetings, seminars and preparing reports
 - Political Communication, in cooperation for the PES Communications unit:
 - Draft press releases, statements, and social media copies
 - Monitor International, EU and national media, draft PES Women newsletter and members briefings
 - Contribute with material for social media and social media management
 - Help implementing PES Women yearly communication campaigns
 - High-level event organisation:
 - Supporting the planning and organization of PES Women members meetings, ministerial meetings, networks and expert meetings with representatives of PES party members, MEPs, trade union and civil society representatives
 - Supporting the planning and organisation of debates and conferences off- and online
 - Accompany and support PES Women leadership on travel missions
- Contribute to other duties as assigned.



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Party of European Socialists

10-12 Rue Guimard

B-1040 Brussels

Belgium

Your profile:

- A high degree of political awareness and commitment to the core values of the PES with affinity to progressive feminism and interest in fighting for women's rights.
- A good understanding of European decision-making, EU institutions and European politics.
- Excellent research and writing skills.
- Excellent English and at least 1 other EU language.
- A flexible team-player with a high degree of motivation and pro-activeness.
- A good command of social media skills.

Practical information:

- Location : PES Headquarters, 10 Rue Guimard, Brussels
- Open-ended contract starting in May/June 2024.

Please send your application letter, accompanied by a detailed CV, to Giacomo Filibeck, PES Secretary General **by 01/05/2024**. Applications should be sent by e-mail to PES.Women@pes.eu with the subject: **PES Women Assistant**.

