



CPDP Conference

VACANCY:Communication Assistant (f/m/x) - 4/5

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| Job title | CPDP Conference communication assistant |
| Location | Brussels, office and remote |
| Terms | Student contract |
| Apply | As soon as possible |
| Starting date | January 2024 |

About us

Privacy Salon vzw is a small Belgian non-profit with its origins in the LSTS research centre at the Vrije Universiteit Brussel. For 16 years, we have been organising the annual CPDP conference in Brussels: an international gathering of data protection, privacy and technology experts from academia, institutions, and industry. Behind this operation is a small but driven international team, which is looking for a Communication Assistant from January 2024 onwards.

Job Description

As Communication Assistant your responsibilities include assisting with the design of promotional materials, administering the CPDP Twitter account, cultivating international and national relationships, creating interesting web and social media content, and answering media inquiries quickly. Your organizational skills, English proficiency (with French or Dutch fluency a plus), and a strong interest in privacy, data protection, and AI is essential for this role.

Your tasks

- Support with promotional material for CPDP, social media templates, posts, and announcements.
- Handling and support of the CPDP Twitter.
- Support Privacy Salon's relations with the international and national partners of the CPDP conference.
- Developing web and social media content.
- Handling media inquiries.
- Event support with CPDP workshops and overall organization.
- Event support during the month of May 2024.

Your profile

- Inscribed as a student
- Educational background in communication or demonstrated strong interest and experience in communications
- Well organised, able to meet tight deadlines, problem-solve and can prioritise.
- Proficient in English, fluency in French or Dutch is a significant asset.
- Interested in AI, privacy, data protection and other legal and ethical issues posed by technologies.
- Ability to work with minimal supervision.
- You like to take the initiative and work independently.
- You are available the whole month in May 2024

Contact us to apply

info@privacysalon.org



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