

POSITION:  
Events and Policy Support Officer  
(m|f|d)  
REF-NO.:  
2026 | FCA | EPSO  
LOCATION:  
Brussels  
CLOSING DATE:  
04.01.2026

#### APPLICATIONS

Candidates are kindly asked to send in their complete applications (CV, cover letter, and a reference) to [HR@fcarchitects.org](mailto:HR@fcarchitects.org) by 4 January 2026.



Future Cleantech Architects  
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Martin-Luther-Straße 29  
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HRB 3.11.22  
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#### FUTURE CLEANTECH ARCHITECTS

**Future Cleantech Architects (FCA)** is a non-profit climate innovation think tank, located in Remscheid, Germany with full-time team members in six European countries. We exist to close the remaining innovation gaps to reach net-zero emissions by 2050. FCA accelerates innovation in critical industries where sustainable solutions are still in very early stages. Moreover, we urge policymakers to better shape policies and intensify and prioritize their R&D activities.

## EVENTS AND POLICY SUPPORT OFFICER (m|f|d) Innovation | Climate | Energy | Industry

#### RESPONSIBILITIES

We are seeking a proactive and highly organized individual to support FCA's advocacy efforts. The ideal candidate will combine strong event and logistics management skills with an interest in EU energy and climate innovation policy. You will work closely with the Policy Team to coordinate policy events, workshops, and stakeholder engagements, and to ensure the smooth execution of FCA's Brussels-based initiatives. The candidate will report to the Head of Policy and also support the Technologies and Impact team in Brussels and other EU jurisdictions.

The responsibilities include the following tasks:

- Organize events, roundtables, and workshops in Brussels and other European locations.
- Handle logistics: venues, catering, registration, travel, and accommodation arrangements in coordination with FCA's Operations' colleagues.
- Manage events communications: invitations, participant lists, follow-up materials, and documentation, maintain supplier and venue relations, and ensure cost-effective procurement.
- Coordinate internal workflows (meeting scheduling, budget tracking, stocks of printed documents) both with the Head of EU Policy and the Director of Technologies and Impact.
- Support the Policy Team with briefings, background research, preparing presentations and note taking.
- Support preparation of external communications (event announcements, newsletters, web updates).
- Support impact reporting activities as needed.

#### REQUIRED QUALIFICATIONS | EXPERTISE

- Bachelor's or Master's degree (or equivalent) in European studies, communications, political science, event management, or a related field.
- 1-3 years of professional experience in event organization or policy support, ideally in an EU or sustainability context.
- Excellent organizational skills and ability to manage multiple deadlines.
- Detail-oriented and able to work proactively and collaboratively in an international team and a dynamic remote environment, with a passion for driving positive change.
- Excellent command of English, both oral and written, and proficiency in French or German, or in another EU-official language is a plus.
- Knowledge of project management tools is a plus.

#### REMUNERATION

FCA offers a competitive salary at a level commensurate with the level of experience and allowances.

#### WORK FROM HOME

The position allows for working from home, in Brussels, Belgium, with possibility to work from a co-working space.

#### DURATION OF CONTRACT | STARTING DATE

The position can be filled for two years with the intention to prolong the contract thereafter. The starting date would be ASAP.