



POLICY OFFICER

About AmCham France	The American Chamber of Commerce in France is the oldest US business association overseas. Today, AmCham represents a dynamic community of around 350 members of French and American origin. Our ambition is to be the leading French-American business organization building transatlantic bridges and supporting future business development for cross border economic growth.
Job Purpose	The Policy Officer will help drive AmCham’s policy and governmental affairs agenda, with the Policy Director.
Duties & Responsibilities	<ul style="list-style-type: none"> • Organize activities including meetings and events with French officials • Draft policy briefings, policy consultations and official letters. • Monitor and disseminate information on key French policy issues for the membership (French legislation, new policies, elections and announcements). • Draft the policy update for the monthly newsletter and contribute to other publications. • Act as a focal point for the Policy Committee activities and relevant taskforces • Work closely with AmCham staff responsible for other lines of services and provide support on special projects and requests as needed.
Education	Background in business/economics, public policy, international relations or related field.
Experience	Ideal candidate will have between 1 and 3 years of professional experience.
Knowledge /Skills/Abilities	<ul style="list-style-type: none"> • Excellent writing, research and analytical skills. • Strong interpersonal skills and ability to interact professionally with colleagues and members, which include high level corporate business professionals. • Highly organised and accurate. Great eye for detail. • Hands-on, positive can-do attitude. • Work well in a small, dynamic team and able to work independently. • Computer literate. • Alignment with AmCham’s mission
Languages	Fluency in English & French is a must (written and spoken)
We offer	<ul style="list-style-type: none"> • A full-time, permanent contract • The opportunity to attend our events, where you will find inspiration and the chance to meet and interact with our high-level business and political contacts. • The opportunity to have your writing read by thousands of people. • Room for you to do things your way. • An office in the heart of Paris.

Starting in Mid-April - May

Apply by March 31 to Tanguy MARZIOU, Policy Director, tanguy.marziou@amchamfrance.org with CV and cover letter (English)