

Job vacancy

Junior Project and Communications Coordinator

The European AIDS Clinical Society is a not-for-profit association whose mission is to promote excellence in standards of care, research and education in HIV infection and related co-infections, and to actively engage in the formulation of public health policy, with the aim of reducing HIV disease burden across Europe.

We are looking for a **Junior Project and Communications Coordinator** (m/f/x, full time).

This position is available starting now.

Job description

The Junior Project and Communications Coordinator assists the Executive Secretary in the management of multiple projects and the association's communication.

The Junior Project and Communications Coordinator will work under the direct supervision of the Executive Secretary in an assistant capacity.

Junior Project and Communications Coordinator responsibilities include:

- Assisting the Executive Secretary in their work;
- Coordinating projects, schedules/countdowns, resources (both online and offline), technical equipment and information;
- Collaborate with the organising committees to develop the projects (both online and offline),
- Identifying project objectives and ensure that they are met;
- Manage and update EACS' website, social media, databases, and mailing lists;
- Contribute to preparing, managing and promoting different kind of events: onsite conferences, workshops, webinars and online meetings.

Key responsibilities:

- Coordinate the project activities, resources, equipment and information;
- Liaise with the parties involved in the project, answer questions and concerns, prepare presentations, and enter project data;
- Make certain that all contacts-communication are maintained and answered through different communication channels;
- Support in the development of concrete, detailed plans for a project (both online and offline), including the schedule, budget, duties, and set a timeline;
- Monitor each project to ensure that they remain on track, meet deadlines, within budget, and developed according to plan;

- Gather and document comprehensive project documentation plans and reports with the Executive Secretary;
- Develop an external communication plan including newsletter, social media posts, infographics, interviews (written and video) and other type of campaigns;
- Be responsible for maintaining, expanding, and scaling EACS website (including the visual identity);
- Stay up to date with emerging technologies/ virtual events platforms and apply them into EACS projects.

Selection and eligibility criteria include:

- Proven work experience in project management and communications in a related field;
- Excellent written and verbal communication skills in English, other languages are a plus;
- Solid organisational skills including attention to detail and multitasking skills;
- Ability to be flexible, to work under pressure with tight deadlines and adaptable in a variety of situations (both online and offline);
- At ease working with people from diverse background and very good intrapersonal skills;
- Strong working knowledge of Microsoft Office, project management tools and virtual events platforms (such as Zoom, Webex....);
- Learn rapidly and master diverse web technologies and techniques;
- Hands-on experience with desktop publishing software (InDesign/Canva/ Infogram), video editing software (Adobe Premiere Pro), content management systems and social media platforms;
- Relevant education (BS/BA in a related field);
- Located in Brussels.

Offer:

The successful candidate will join a small dedicated team in a pleasant working environment. The position provides an opportunity for professional development in a multicultural and stimulating environment. We offer salary according to experience and profile.

Please send your CV (maximum 2 pages) and cover letter in English by email to joelle.verluyten@eacsociety.org.

Please note that we only respond to shortlisted candidates.