

EULAR Communications Manager (-100%)

We are looking for an enthusiastic Communications Specialist to manage our external and internal communications. You will promote a positive public image and control the dissemination of information on our company's behalf.

Overall job objective:

Coordinate and implement online & offline EULAR communications, both internal and external, in view of

- providing an up-to-date set of information on EULAR and rheumatology from a scientific, health professional and patient perspective
- furthering broad awareness of and interest in EULAR "products" (e.g. education, School of Rheumatology)
- creating a positive image of EULAR
- raising awareness of rheumatic and musculoskeletal diseases
- fostering relations with EULAR member organizations in Europe
- supporting EULAR in its various communications tasks

Specific tasks:

- Create and deliver EULAR news and general information to both internal and external stakeholders through
 - Managing completely EULAR website (regular updates and new content)
 - Writing EULAR e-mail news alerts
 - Writing a bi-monthly newsletter for member societies.
 - Planning, developing and administrating social media activities (i.e. Facebook, linkedin, Twitter) / community management
 - Developing communication material such as brochures, presentations and other info material (online and print)
- Support build-up and promotion of new initiatives like the EULAR School of Rheumatology
- Support and implement new EULAR's Branding through
 - Designing templates, forms, logos, presentations, visual material etc.

- Ensuring the visual continuity and brand recognition across all physical manifestations of the brand
- Monitor EULAR's communications through
 - Analysing website traffic (Google Analytics)
 - Analysing social media traffic (e.g. Hootsuite)
 - Surveys with external constituencies
- Maintain regular contacts with external agencies for content or technical issues
- Review and further develop EULAR communications strategy together with EULAR Executive Director

Expected skills and expertise

- Broad expertise and practical experience in international communications
- Degree in Communication Management and/or journalism, e.g., MAS in Communication Management and Leadership, ZHAW, or similar
- Excellent, proven writing skills in English, additional languages are welcome
- Practical experience as webmaster/webcontent manager
- Practical experience in handling social media and new media
- Practical experience with Adobe softwares (i.e InDesign, Illustration, Photoshop)
- Interest in European healthcare issues, rheumatology, patient concerns
- Interest in working internationally with people from different cultures
- Understanding the needs of an organization of people working in a volunteer or honorary capacity (professors, doctors, health professionals, patients)
- Feeling comfortable working with a network of international experts as main contacts
- Feeling comfortable working in a small team, being a team player
- Strong sense of responsibility for quality of own work, attention to detail & proactive personality

European League Against Rheumatism EULAR

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