

## **JOB POSTING:**

### **Communications and Events Officer**

EAHAD is looking for an enthusiastic and detail-oriented Communications and Events Officer to join its small and dynamic team in Brussels on a full-time basis. Working in close collaboration with the Managing Director, the Communications and Events Officer will play a key role in implementing EAHAD's communications and membership strategy and advancing the association's outreach to multidisciplinary healthcare professionals across Europe. The role also involves providing logistical support for the association's various committees throughout the year and especially in the lead up to the annual EAHAD Congress.

#### **ABOUT EAHAD**

Founded in 2007, the European Association for Haemophilia and Allied Disorders (EAHAD) is a registered charity that seeks to improve care for people with haemophilia and other bleeding disorders through research, knowledge dissemination, and multidisciplinary collaboration. Its members are healthcare professionals from a variety of disciplines including haematologists, internists, paediatricians, nurses, physiotherapists, psychologists, social workers, laboratory scientists, and researchers.

#### **THE ROLE**

##### **Communications:**

- Managing the EAHAD website (using WordPress), ensuring it is kept up to date by updating images, news items, and information pages
- Creating Twitter and LinkedIn content and engaging with social media audience
- Planning, sourcing, drafting content, editing, and distributing EAHAD newsletters
- Coordinating the production of EAHAD's Annual Report
- Drafting press releases and position statements and monitoring media related to EAHAD's mission
- Producing and maintaining document templates and formatting documents to internal style guidelines
- Proofreading and copy editing documents and digital content
- Tracking and reporting on communications statistics

##### **Events:**

- Organising all committee meetings, including venue finding; travel, accommodation, and catering arrangements; and liaising with committee chairs
- Collaborating with Professional Congress Organiser on communications and membership-related aspects leading up to and during the annual Congress
- Managing travel grants to annual Congress including application and review processes
- Assisting with the development of the Pre-Congress Day programme
- Participating in and taking minutes at meetings
- Documenting event planning procedures
- Attending and representing EAHAD at external events

##### **Membership:**

- Overseeing EAHAD's membership cycle including developing and implementing effective membership processes
- Acting as a point of contact for members; monitoring and responding to their enquiries

#### Other duties:

- Maintaining mailing lists in line with data protection regulations
- Helping with the general administration of EAHAD when necessary
- Undertaking other ad-hoc tasks that may arise

#### CANDIDATE PROFILE

- Bachelor's degree in communications, social studies, business, or a related discipline
- One to three years' work experience in communications or event organisation, ideally in the health sector and/or a membership organisation
- Fluent spoken and written English; knowledge of other European languages considered an asset
- Strong interpersonal skills; outgoing and comfortable communicating professionally with a wide range of stakeholders, including members, volunteers, industry partners, service providers, and the general public
- Excellent writing, copy editing, and proofreading skills; extremely attentive to detail; eager to keep up to date with new communications tools and practices
- Superior organisational and time management skills; able to work in a self-directed manner; resourceful and open to change
- Proficient in Microsoft Office; experience using WordPress, MailChimp, SurveyMonkey, Google Analytics, and Adobe CC (Photoshop, InDesign, Premiere) desirable
- Comfortable working virtually with people from various countries and different linguistic backgrounds
- Willingness to travel in Europe (4 times per year) and work occasionally on evenings and weekends around events
- Photography, video editing, or design skills would be an asset

#### WHAT WE OFFER

- One-year full-time contract with possibility of renewal
- Monthly gross salary of between 2500 and 3000 euro, depending on experience
- Benefits package including lunch vouchers, public transportation costs, and enrolment in group insurance scheme
- Flexible working hours
- Exposure to an innovative and fast-developing field of medicine and an opportunity to work with highly-motivated leaders in their field
- Diversity of tasks and lots of opportunity for creative input and professional growth
- Vibrant and creative office environment in a central and green area of Brussels

#### TERMS AND CONDITIONS

- Start date: June 2018
- Based at EAHAD Brussels Office: Cours Saint Michel, 30b, 1040 Brussels, Belgium
- Candidates must have, at the time of application, the legal right to work in Belgium. We regret that we are not able to apply for work permits on their behalf.

#### HOW TO APPLY

- Please send your curriculum vitae and cover letter in English to Aislin Ryan at [aislin.ryan@eahad.org](mailto:aislin.ryan@eahad.org) by **30 April 2018** with the subject line "Communications and Events Officer"
- Only shortlisted candidates will be contacted