03 March 2017

EMSP Communications and Membership Coordinator position offer

EUROPEAN
MULTIPLE SCLEROSIS
PLATFORM

EMSP is looking for a dynamic, creative and committed Communications and Membership officer to support us in helping improve the quality of life of people with Multiple Sclerosis.

Life's too short for the wrong job!

JOB TITLE: Membership and Communications Officer

REPORTS TO: Managing Director

LOCATION: EMSP, Rue Auguste Lambiotte 144/8, 1030 BRUSSELS

BACKGROUND

The European Multiple Sclerosis Platform (EMSP) was founded in 1989 as an umbrella organisation of 21 national MS societies. Today we are the voice of over 700,000 people with MS in 40 national MS societies from 35 European countries. EMSP represents their interests at European level and works collectively with its members to achieve together our common goals of high quality equitable treatment and support for all people with MS throughout Europe.

PURPOSE OF THE ROLE

- To drive consistent, effective and innovative communication towards members, partners and external stakeholders.
- To stimulate and coordinate EMSP's membership involvement and facilitate capacity-building activities for members.

MAIN AREAS OF RESPONSIBILITIES

Leading EMSP's communications and marketing activities:

- In liaison with the Managing Director, to plan and implement EMSP's Communications and Marketing Strategy
- To coordinate and deliver EMSP communications material including newsletters, e-publications, annual reports, press releases.
- To plan, coordinate and deliver all communication work from ongoing projects, supported by the rest of the team, and in close alignment with other communication experts and project partners.
- To manage and contribute to the improvement of EMSP website and project related websites, in liaison with the IT coordinator.
- To pro-actively identify new opportunities, on how/where/when to communicate to key stakeholders about EMSP projects and to provide expertise to other team members as needed.
- To provide communications support for EMSP events, meetings, seminars and exhibitions, including writing conference reports.
- To ensure strong and strategic presence of EMSP on social media (including Facebook, Twitter and LinkedIn) but potentially also other channels.

Coordinating EMSP membership:

- In liaison with the Managing Director, to plan and implement EMSP Membership strategy
- To coordinate the network of communications officials of EMSP's member organisations
- To support broad membership outreach & review and organise capacity-building seminars and workshops for member organisations

PROFILE OF THE CANDIDATE

Required

- University degree in Communications/ Marketing/ Journalism or any related field.
- At least a three-year communication/marketing experience planning and carrying out a comprehensive range of communications activities including press and PR, website content development, social media campaigns, publications and internal and external communications coordination.
- Ideally some experience in EU-projects and/or the not-for-profit sector.
- Excellent written and oral communication skills in English; any other European languages are a plus.
- Experience in projects facilitation and ability to solicit opinions and feedback from groups with diverse perspectives to reach common solutions.
- Demonstrable IT and self-servicing capability including confident use of Word, Excel, Outlook, PowerPoint and social media platforms.
- Strong organisational skills and excellent interpersonal skills.
- Availability to travel across Europe.

Desirable

- Knowledge and experience of how a membership-based NGO operates.
- Demonstrable experience of working under pressure and to tight deadlines.
- Team player, creative and with a structured approach. Willingness to go the extra mile and embrace new ideas.

WHAT DO WE OFFER?

In addition to a great working environment within a nice team…

Salary: Between 2,500 to 2,700 EUR monthly gross salary depending on experience

Term of appointment: Permanent (starting Mid-April 2017)

Hours of work: 37,5 hours per week

Other benefits:Package including lunch vouchers, transportation costs and pension insurance

UP FOR THE CHALLENGE?

Please send a cover letter and CV in English plus an example of your most impactful communications work by email to Elisabeth.kasilingam@emsp.org. Deadline: 14th March 2017. Email subject should specify: "Application for the Comms and Membership officer post"). Only shortlisted candidates will be contacted.

EMSP

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