

The European Haemophilia Consortium (EHC) is looking for a dynamic, hard-working communications officer able to consistently deliver high quality work under frequent pressure and some tight deadlines.

<b>Type of contract:</b>	<b>Full-time, one-year employee contract, renewable</b>
<b>Location:</b>	<b>Brussels, Belgium</b>
<b>Reporting to:</b>	<b>CEO</b>
<b>Start date:</b>	<b>As soon as possible in the range of October-December 2018</b>
<b>Remuneration:</b>	<b>Commensurate with experience</b>

## Summary

The Communications Officer will be responsible for implementing the EHC's overall communications and media plan, and for providing communications around all EHC and other events and activities.

## Main duties and responsibilities

The Communications Officer is responsible for:

- Producing written materials such as newsletters, policy reports, monographs, annual reports and other material as necessary:
  - Planning and collecting the content, overseeing the work of volunteers, editing and finalising all content, and drafting new content as requested,
- Producing and maintaining web and social media materials (Facebook, Twitter, etc.) as well as content and production of video materials and other online materials, as needed:
  - Planning and collecting all content, proposing and drafting new content, filming short videos and supervising long video/film production, editing short video materials and supervising editing of long videos/films, implementing dissemination strategy and regularly maintaining social media platforms,
- Conceiving and producing EHC stands/booths for EHC and external conferences and events, and representing the EHC at these stands/booths,
- Supporting all communications around EHC and external events, such as World Haemophilia Day, the EHC Round Tables of Stakeholders, workshops, the Leadership Conference and the annual EHC Conference, and others as needed,
- Responsible for managing work of communication-related volunteers and external service providers including translators, interpreters, graphic designers, printers, filmmakers and others as needed.
- Ability to producing press releases, press briefings and other materials would be an asset.
- Ability to build and maintain, on behalf of the EHC, key contacts with relevant news media in Brussels and, on occasion, elsewhere in Europe, would be an asset.
- Carrying out any other communications tasks as required.

## Qualifications and requirements

- University degree, ideally in communications, political science, public health, or related field.
- Minimum 5 years of work experience in a communications role, ideally in the non-profit sector.
- Fluent English, working knowledge of other European languages an asset (particularly Russian).
- Superior writing and editing skills, good public speaking is an asset.
- Excellent attention to detail.
- Excellent organisational skills.
- Strong computer skills, including experience with MS Office, Adobe, web- and video editing.
- Strong interpersonal and diplomacy skills.
- Strong project management skills.
- Able to show initiative, self-start, work under tight deadlines and deliver under high pressure.



- Able to work professionally with multiple cultures and professions, including patients, volunteers, doctors, external consultants and service providers.
- Able to work on weekends (for events) and travel in Europe (predominately).
- Some familiarity, or experience with, European institutions an asset.
- Some familiarity with haemophilia, rare bleeding disorders or other rare diseases an asset.

## Submitting Candidatures

Applications should be submitted to [amanda.bok@ehc.eu](mailto:amanda.bok@ehc.eu) by **10:00am** on **Monday, September 24<sup>th</sup> 2018**.

Applications should consist of all of the following:

- Cover letter,
- CV,
- Please state range of expected remuneration,
- Telephone and email contacts for 3 references (these will be contacted before a first interview).

Please note that incomplete applications will not be considered.

We are grateful for all applications. Unfortunately, due to high volumes of work, only short-listed candidates will be contacted. We thank you in advance for your interest and look forward to hearing from you soon.

