

EMSP Job Offer

EMSP Project Coordinator – Part-time position, Brussels based

BACKGROUND

For over 30 years, the European Multiple Sclerosis Platform (EMSP) has been Europe's leading voice for people living with Multiple Sclerosis (MS). As the umbrella organisation for national MS societies, EMSP drives the MS research agenda and builds strategic alliances across Europe to influence policy decisions to ensure equitable treatment, care, and resources for people affected by MS. Our advocacy extends beyond healthcare to promote full inclusion of people with MS in education, employment, and society at large.

In 2024, EMSP expanded its focus to include Neuromyelitis Optica Spectrum Disorder (NMOSD) and Myelin Oligodendrocyte Glycoprotein Antibody Disease (MOGAD) to provide advocacy and support to people with MS and related neurological disorders.

PURPOSE OF THE ROLE

You will have the chance to develop and coordinate EMSP projects, as well as provide active support for daily activities and operations. We are passionate about leading changes that will impact the quality of life of the people with MS and we want a project coordinator who will liaise with our partners as well as our in-house team to ensure our work is of the highest quality.

RESPONSIBILITIES

Projects (according to Annual Work Plans)

- To support planning and coordination of EMSP work plan and activities
- To coordinate multiple projects and liaise internally and with external partners/ subcontractors to ensure timely implementation of the projects (including EU funded projects)
- To maintain budget and track expenditures/transactions

- To keep updated records and create reports or proposals
- Assist in creating and implementing programs/collaborations with other organisations, advocacy groups and key stakeholders
- Ensure that all activities undertaken on behalf of EMSP, externally or internally, are executed in accordance with the overall aims of the organisation.
- To prepare logistics for projects activities/events/meetings (including paperwork and equipment)

External outreach

- To keep abreast of current development issues and advocacy trends in the MS field: review and monitor advocacy opportunities and take appropriate follow up actions in link with the projects.
- Enable and support a dialogue with European political stakeholders, both in Brussels and nationally. Foster relationships with a wide array of other stakeholders that have an impact on EMSP's activities and projects.
- To support the implementation of EMSP's campaign, policy and advocacy strategy in liaison with the CEO.
- To work with the Communications officer on the development of campaigns, support the distribution of campaigning material and support the management of communications through media relations, social media etc.
- To schedule and organize meetings/events and maintain agenda

PROFILE OF THE CANDIDATE

Required

- University degree in business administration or relevant field (such as European affairs).
- At least two-year project management or similar experience: planning and carrying out a comprehensive range of project coordination activities including press and PR, website

content development, social media campaigns publications and internal and external communications coordination

- Experience gained 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 with a structured approach. Willingness to go the extra mile and embrace new ideas.

Starting date: asap.

UP FOR THE CHALLENGE?

Please send a cover letter, CV in English and an example of your most impactful work by email to Elisabeth.kasilingam@emsp.org by the **7th November 2025** at the latest. Email subject should specify: "Application to the Part-Time Project Coordinator post").

Only shortlisted candidates will be contacted.

EMSP, October 2025.