EMSP Communications and Membership Coordinator
Job offer

*EMSP is looking for a dynamic, creative and committed Communications and Membership Coordinator 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:** Communications and Membership Coordinator  
**REPORTS TO:** CEO  
**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 1,200,000 people with MS in 43 national MS societies from 37 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 support the facilitation of capacity-building activities for members.

MAIN AREAS OF RESPONSIBILITIES

Leading EMSP’s communications activities:

- In liaison with the CEO, to plan and implement EMSP’s Communications Strategy.
- To coordinate and deliver EMSP communications material including newsletters, publications, annual reports, press releases.
- To plan, coordinate and deliver all communication work from ongoing projects, supported by 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 website, in liaison with the ICT Coordinator and external supplier.
- To pro-actively identify new opportunities, on how/where/when to communicate to key stakeholders about EMSP policies and projects and to provide expertise to other team members as needed.
- To provide communications support for EMSP events, meetings, seminars and exhibitions, including social media posts, writing conference reports, etc. as relevant.
- To ensure strong and strategic presence of EMSP in all relevant forums and network including social media (including Facebook, Twitter, Instagram and LinkedIn) and other channels.
- To monitor relevant Communications channels in the field of health, social care and management, of Multiple Sclerosis and neurological diseases to link and strengthen EMSP Communications outreach.
- To attend relevant networking events and policy meetings to build up a stronger Communications strategy together with the Team.
Coordinating EMSP membership:

- In liaison with the CEO, to implement EMSP Membership strategy
- To coordinate the network of communications officials of EMSP’s member organisations
- To support broad membership outreach & review and support the organisation of capacity-building seminars and workshops for member organisations in liaison with the Programme Coordinator and Projects Coordinator

PROFILE OF THE CANDIDATE

Required
- University degree in Communication and/or Marketing or Journalism or any related field.
- At least 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 with some 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 (especially for EMSP conferences and meetings, ECTRIMS congress, and partners’ congresses)

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.
**WHAT DO WE OFFER?**

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

<table>
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<tr>
<th><strong>Salary</strong></th>
<th>Between 3,700 to 3,900 EUR monthly gross salary depending on experience</th>
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<tbody>
<tr>
<td><strong>Term of appointment</strong></td>
<td>Permanent employment contract (starting as soon as possible)</td>
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<tr>
<td><strong>Hours of work</strong></td>
<td>38 hours per week</td>
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<tr>
<td><strong>Other benefits</strong></td>
<td>Package including lunch vouchers, transportation costs and pension insurance</td>
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**UP FOR THE CHALLENGE?**

Please send a cover letter, CV in English and an example of your most impactful work by email to office.manager@emsp.org by the 23rd June 2023 at the latest. Email subject should specify: “Application to the Comms and Membership Coordinator post”). Only shortlisted candidates will be contacted.

EMSP
June 2023.