



emsp.org



144/8 rue Auguste Lambiotte
B-1030 Brussels | Belgium



@eumsplatform



+32 2 307 36 22



@eumsplatform

EMSP Assistant Project Coordinator – Job Offer

Job Title	Assistant Project Coordinator
Reports to	EMSP Project Coordinator
Location	EMSP, Rue Auguste Lambiotte 144/8 B-1030, Brussels

Background
<p>The European Multiple Sclerosis Platform (EMSP) was founded in 1989. EMSP is a Pan-European organisation representing over 1 million people living with Multiple Sclerosis (MS) through our 43 member 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.</p>
Purpose of the Role
<p>You will assist EMSP Project Team with the smooth and effective management of EMSP projects, by providing support to the Project Coordinators as required.</p> <p>You will be responsible for supporting the Reporting on the implementation of the project activities, Communications and Dissemination activities and logistical support.</p>
Key areas of Responsibilities
<p>Communication and dissemination:</p> <ul style="list-style-type: none"> • Collaborate with project coordinator to develop and update a comprehensive communication, dissemination and exploitation strategy. • Support in the development of key messages, target audiences and communication channels. • Generate content related to the project, including articles, blogposts, press releases and social media updates, working closely with the project coordinator, consortium partners and other stakeholders to coordinate communication efforts and share resources. • Support in the coordination of communication material development with the designer to create visuals. • Support the development, maintenance and update of the project's website with relevant content and news, coordinating with project partners in the development of the content. • Support in the development and execution of social media plans across various platforms and engage with the community. • Support in monitoring and evaluating the impact of communication and dissemination efforts.



emsp.org



144/8 rue Auguste Lambiotte
B-1030 Brussels | Belgium



@eumsplatform



+32 2 307 36 22



@eumsplatform

- Support in ensuring that all communication and dissemination activities are aligned with donor guidelines and EMSP vision and communication strategy.

Social policy campaign

Support the development and execution of a comprehensive social policy campaign addressing relevant issues based on the findings of the project.

Support in identifying key players and stakeholders, including advocacy groups and policymakers, to promote the campaign.

Reporting

Support in the development of regular reports on project progress, activities, highlighting achievements, challenges and recommendations for improvement and following donor's guidelines.

Logistics and Administrative support

Supports the coordination of online and in-person events, such as conferences, webinars and workshops as needed.

Support in general administrative tasks as needed for the project, internally and externally. Support other tasks as required, including coordinating internally with team members, including communications manager, project coordinators and administrative team that may be involved at different stages within the project.

Profile of the Candidate

➤ Required:

- Bachelor's degree in a relevant field such as Communication, Public Relations, Project Management, Science Communication, or a related discipline.
- *Administrative Proficiency* in MS Office (MS Excel and MS PowerPoint, in particular).
- *Experience in similar activities of Communications and Dissemination and reporting.*
- Excellent organisational and time management skills.
- Attention to detail and problem-solving skills.
- *Communication Skills:* Excellent written and verbal communication skills, ability to convey complex scientific information in a clear and accessible manner. Fluent in written and oral English (working language).
- *Organisational Skills:* Excellent organizational and multitasking abilities, attention to detail and ability to manage deadlines effectively.
- *Team Collaboration:* Ability to work collaboratively with diverse teams and consortium partners, strong interpersonal skills to foster effective communication.
- *Research and Analytical Skills:* Basic understanding of the project's scientific context, ability to research and gather relevant information for communication materials.
- *Social Media Management:* Familiarity with social media platforms, familiarity



emsp.org



144/8 rue Auguste Lambiotte
B-1030 Brussels | Belgium



@eumsplatform



+32 2 307 36 22



@eumsplatform

with design tools.

➤ Desirable:

- Exposure to EU-funded projects or similar research initiatives.
- *Event Coordination:* Experience or willingness to learn online and in-person event planning and coordination, ability to handle logistics for workshops, conferences, and other events.
- *Adaptability:* Ability to adapt to changing project needs and priorities, comfortable working in a dynamic and evolving environment.
- *Passion for Science Communication:* Genuine interest in communicating scientific concepts to diverse audiences; understanding of the importance of disseminating research findings to the public.
- Willingness to go the extra mile and embrace new ideas.
- Additional EU languages.

What do we Offer

- Salary: Between 2,500 – 2,900EUR monthly gross salary, depending on experience.
- Term of appointment: Indefinite period employment contract.
- Hours of work: 38 hours per week.
- Other benefits: Package including lunch vouchers, transportation costs and health and pension insurance.

Up for the Challenge?

Please send a cover letter and a CV in English, as follows:

- ❖ office.manager@emsp.org
- ❖ Att: Elisabeth Kasilingam

Deadline to submit your application: 29th January at 12:00 pm CEST.

E-mail subject: “HR: Assistant Project Coordinator _Name Surname”

Only shortlisted candidates will be contacted.