

Job Description - EMSP Communications Officer

Location: EMSP, Rue Auguste Lambiotte 144/8 | B-1030, Brussels

Type of contract: Full time, permanent

Work format: Hybrid (Three days on-site, two days remote)

Join Our Team and Make a Difference!

EMSP is seeking a dynamic, creative, and committed Communications Officer to help improve the quality of life for people with Multiple Sclerosis. If you are looking for a meaningful role where you can make a real impact, we want to hear from you!

Background

The European Multiple Sclerosis Platform (EMSP) was founded in 1989 and is now the voice of over 1,000,000 people with MS, representing 39 national MS societies across 36 European countries. We advocate for high-quality, equitable treatment and support for all people with MS throughout Europe.

Purpose of the role

- Drive consistent, effective, and innovative communication towards members, partners, and external stakeholders.

Key areas of responsibility

Leading EMSP's Communications Activities:

- Plan and implement EMSP's Communications Strategy in liaison with the CEO.
- Coordinate and deliver EMSP communications materials, including newsletters, e-publications, annual reports, and press releases.
- Plan, coordinate, and deliver communication work for ongoing projects, supported by the team, and align with other communication experts and project partners.
- Manage and enhance the EMSP website and project-related websites, in collaboration with the ICT Coordinator and external suppliers.

- Proactively identify new communication opportunities for key stakeholders about EMSP policies and projects and provide expertise to team members as needed.
- Provide communications support for EMSP events, meetings, seminars, and exhibitions, including social media posts and writing conference reports.
- Ensure a strong and strategic presence of EMSP in all relevant forums and networks, including managing social media accounts (Facebook, Twitter, LinkedIn) and other channels.
- Monitor relevant communication channels in the fields of health, social care, and the management of Multiple Sclerosis and neurological diseases to strengthen EMSP's communications reach.
- Attend relevant networking events and policy meetings to enhance the communications strategy with the team.
- Support Membership and Community Manager to implement Membership activities including the organisation of the Membership Communications Network meetings, collection news and updates from Members for newsletters and other communications channels.

Profile of the Candidate

Required

- University degree in Communication, Marketing, Journalism, or a related field.
- At least three years of experience in communication/marketing, including press and PR, website content development, social media campaigns, and internal and external communications coordination, ideally with some experience in EU projects and/or the non-profit sector.
- Excellent written and oral communication skills in English; additional European languages are a plus.
- Experience in project facilitation and the ability to solicit opinions and feedback from diverse groups to reach common solutions.
- Proficiency in IT and self-servicing capabilities, including confident use of Word, Excel, Outlook, PowerPoint, and social media platforms.
- Strong organizational and interpersonal skills.
- Availability to travel across Europe (especially for EMSP conferences, meetings, ECTRIMS congress, and partners' congresses).

Desirable

- Demonstrable experience of working under pressure and meeting tight deadlines.

- Team player with a creative and structured approach, willingness to go the extra mile, and embrace new ideas.
- Knowledge and experience in membership-based NGOs.
- Additional EU languages.

What do we offer?

In addition to a great working environment within a supportive team, we offer:

- **Salary:** Between 3,000 to 3,500 EUR monthly gross salary, depending on experience.
- **Contract:** Permanent employment contract (starting as soon as possible).
- **Hours:** 38 hours per week.
- **Benefits:** Package including lunch vouchers, transportation costs, and pension insurance.

Up for the challenge?

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

- To: office.manager@emsp.org
- Att: Elisabeth Kasilingam
- E-mail subject: *"HR | Application to EMSP Communications Officer position"*
- Deadline to submit your application: 28th June 2024 at 12:00 pm CEST.
- **Only shortlisted candidates will be contacted on a rolling basis.**