

# **The EGI Foundation is looking for a Communications Specialist**

## **Job Summary**

We are looking for a Communications Specialist to support the Communications Team with the implementation of the communications annual plan, primarily focussing on supporting event organisation, creating written and visual content for the various online channels, and increasing digital engagement. The Communications Specialist is answerable to the Communication Lead.

Next to events organised by the EGI Foundation, he or she promotes the organisation through attending and supporting project events and other relevant events (around Europe when allowed). He or she works with the Communications Team and reports to the Communications Lead. The Communications Specialist will work in close collaboration with international scientific collaborations in European projects.

## **Job Purpose and Responsibilities**

- Support the Communications Lead to define and implement the EGI Communications Annual Plan
- Support the organisation of EGI events and workshops and the development of the event programme
- Produce content according to the EGI Communications Annual Plan as well as the communication plans of certain projects
- Design or work with a designer for the production of visual content according to the EGI communications activities
- Drive up digital engagement, particularly on Twitter and LinkedIn, making sure the use of social media will significantly support the reach of the web content
- Monitor and report on the impact of the EGI Foundation online channels (e.g. by using Google Analytics, Twitter/LinkedIn/YouTube insights)
- Represent EGI in booths at external events
- Support the Communications Lead in establishing a network of communications offices

## **Relationships**

- With the Communication Lead and the Communications Specialist to coordinate the implementation of the EGI Annual Communications plan, and to report on project activities.
- With the staff of the Organisation to source content for events, publications, newsletters, social media etc. and to support colleagues in disseminating specific news/updates.
- With project contacts to execute the project communications activities accordingly.

## **Essential Requirements**

- Excellent written and oral English

- 1+ year experience in (online) event organisation/coordination. (3+ year experience for the senior profile)
- Excellent knowledge of social media use (Twitter, LinkedIn, YouTube), track record of driving digital engagement is desired
- Basic knowledge of Wordpress to add/update content at the backend of the website
- Proven knowledge of monitoring metrics of online communication channels using Google Analytics and the social media insight tools
- 3+ year experience in content creation, for visual content the ideal candidate either has graphic design skills or a track-record of liaising with a designer independently (5+ year experience for the senior profile)
- 3+ year experience in science journalism/technical writing/public relations or the public understanding of science is desired (5+ year experience for the senior profile)
- Strong background in science/technical writing or public relations for events is desired

### **Preferred profile**

The ideal candidate will tick most (if not all) of the following boxes:

- Strongly structured and well-organised working method
- Flexible (able to manage stressful situations and ad-hoc changes/requests)
- Proactive and innovative mindset
- Team player while feeling comfortable working independently on certain tasks

### **Offer**

- The position is offered for a period of one year renewable upon satisfactory performance.
- This is a part-time (32 hours per week) position.
- The place of work is the EGI Foundation office in Amsterdam (relocation package available) or a remote one depending on the demonstrated experience of the candidate, in accordance to the EGI Foundation terms of employment.
- Depending on experience, for an employee working in the Netherlands, gross salary for 32 hours per week will be in the range of €3,000 to €3,700 per month, with additional holiday (8% annual gross) and end of year (5% annual gross) bonuses.
- Non-native employees new to the Netherlands may be eligible for a special tax benefit.
- There is a company health and pension scheme to which both the employer and employee contribute and 25 days of leave (pro rata).

### **Equal opportunities**

The EGI Foundation is committed to creating a diverse environment and is proud to be an equal opportunities employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

### **Process and timeline**

- Closing date for applications: 17 January 2021
- Online interviews: 25 January - 05 February 2021
- Expected starting date: ideally in Q1 2021

**To apply**

To apply, we invite you to send us the following two items by email, to [jobs@egi.eu](mailto:jobs@egi.eu):

- A cover letter (in PDF format), explaining your motivation for applying and how you meet the requirements outlined above.
- A CV (in PDF format), max 3 pages.

Incomplete applications will not be considered.

Thank you for your interest!