

Project and Communications Assistant at Ecsite, Brussels

Context

Ecsite is the European network of science centres and museums and counts 350 members. Ecsite's vision is to foster creativity and critical thinking in European society, emboldening citizens to engage with science. Its mission is to inspire and empower science centres, museums and all organisations that engage people with science, and to promote their actions.

Through Ecsite, members keep up to date with current issues in the science engagement field, spread their news and events, meet up at the biggest European science engagement conference and participate in EU-funded projects.

Ecsite Executive office is centrally located in Brussels. English is the working language.

The position in a nutshell

The Project and Communications Assistant will be primarily assisting the team in the implementation of activities related to EU-funded projects to ensure they are carried out consistently and successfully in accordance with the projects' rules and work plans. Communication and dissemination of projects will be the main focus of the job. The Assistant will create and promote online and offline communication and dissemination content in line with the project communication strategies and Ecsite internal strategy for a variety of EU-funded projects. The assistant will also assist in monitoring all aspects for clear goals, objectives and timelines by liaising with project consortia, raising critical issues as appropriate, producing the required contents and ensuring that priorities and objectives are met. Please note that the Project and Communications Assistant will not work on policy issues or advocacy.

Main tasks

- Assist the Project Management team in the communication of EU-funded projects by producing send outs, news, social media campaigns and other communications materials
- Assist in the delivery of project activities and deliverables throughout the duration of projects in a timely manner
- Assist in organising and promoting meetings, workshops and events (including logistics)
- Produce background documents for meetings, minutes, and any other required justification documents
- Assist in preparing abstracts for conferences and other events
- Assist in preparing and delivering visually engaging presentations for projects

Training, Skills and Qualities

Essential

- University degree
- At least 1 year experience in a similar position
- Fluency in English (native level) – to communicate effectively with a variety of partners from diverse backgrounds and EU countries
- Exceptional communication skills including the ability to run social media campaigns, write send outs, prepare reports, and make presentations
- Knowledge of Content Management Systems (Wordpress) and good social media community management skills (Twitter, Facebook, Instagram).
- Good office software skills (Word, Excel, Outlook, PowerPoint, Mailchimp)
- Attention to detail
- Interest in working in a multicultural team
- Capable of handling multiple tasks, prioritise workload, rapid responsiveness
- Strong organisational and analytical skills
- Ability to travel for project meetings within Europe

Desirable

- University degree in communications
- Experience/Interest in science communication
- Experience in using Adobe Creative Suite
- Experience in making and editing videos

Place in the organisation

The Project and Communications Assistant will be placed in the Project Managers team. He/she will report to project managers and will work closely with the communications team.

Employment terms and conditions

- Type of contract: Temporary full time / 1 year.
- Salary: 1735 EUR (Brut) plus advantages
- Applicants must be able to legally live and work in Belgium. The contract will be subject to Belgian social security and taxes
- Preferred start date: 21 January 2019
- Ecsite offers an opportunity of gaining broad experience within an innovative, multinational association with broad and challenging responsibilities and the opportunity to work within a highly motivated and professional team.
- Ecsite is committed to providing an equal opportunity work environment

Applications

The deadline to apply is Sunday 25th of November 2018 00.00 CET. Selected candidates will be interviewed in Brussels during the first week of December 2018 and will be asked to complete a written task. Candidates will cover their own travel costs to Brussels. Only candidates selected for the interview will be contacted – thank you for your understanding.

Please send your application (cover letter plus curriculum vitae) in English to the following email address: info@ecsite.eu - mention "PA2019 - Name of applicant" in the subject line.