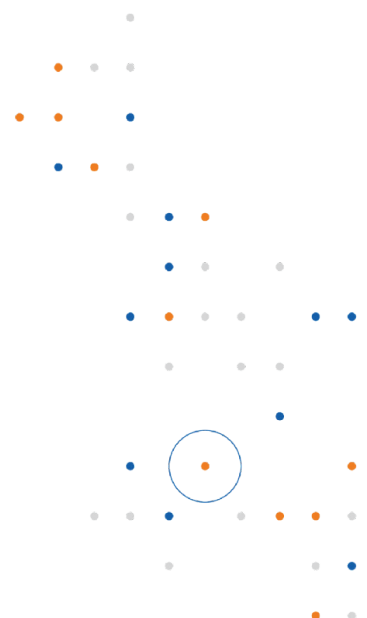


June 2023

# Communications Specialist Job Advert 2023



Are you ready to embark on an exciting journey as a Communications Specialist at EGI Foundation? We seek a talented and dynamic individual to join our vibrant communications team! As a Communications Specialist, you'll collaborate closely with our Team Lead and Senior members, taking care of both basic communications tasks and spearheading advanced communication activities independently. Your primary mission will be to craft captivating written and visual content for our online and offline channels, fostering deeper engagement with our members, partners, and communities.

Joining forces with our Communications Team, you'll report directly to the Communications Lead and collaborate closely with the international scientific community in Europe and different international projects. This is your chance to make an impact and showcase your exceptional communication prowess to a diverse audience!

### **Job Purpose and Responsibilities:**

- Supercharge our communication efforts by assisting the Communications Lead in defining and implementing the EGI Communications Annual Plan.
- Unleash your creative genius by producing exceptional content aligned with the EGI Communications Annual Plan and Communication plans of various projects.
- Ignite visual brilliance by designing eye-catching visual content or collaborating seamlessly with our talented designer.
- Immerse yourself in the exciting world of content creation, actively contributing to developing captivating written and visual materials for our website, social media channels, and various digital and printed communication platforms.
- Take part in the planning and organisation of EGI events, playing a vital role in shaping our dynamic event and training program and gaining hands-on experience in event management.
- Help with our representation at high-profile external events, establishing our presence and expanding our network.
- Embrace exciting challenges as you perform other assigned duties, leveraging your skills and enthusiasm to the fullest.

### **Relationships:**

- Collaborate closely with the Communications Lead and fellow Communications Specialists to implement the EGI Annual Communications Plan

- Engage with dedicated EGI staff to curate captivating content for events, publications, newsletters, social media, and more, ensuring the seamless dissemination of specific news and updates.
- Establish strong connections with project contacts to execute project communication activities flawlessly.

### **Essential Requirements:**

- Unleash your mastery of the written and spoken English language, captivating audiences with your exceptional communication skills.
- Command the basics of WordPress, seamlessly adding and updating content on our website backend.
- Possess a minimum of 1+ year of experience in (online) event organisation and coordination, ready to make an impact from day one (Senior profile requires 3+ years of experience).
- Demonstrate your prowess in creating awe-inspiring visual content, leveraging graphic design skills or working closely with our designer (Senior profile requires 5+ years of experience).
- Display a keen understanding of planning and creating content for various social media platforms like Twitter, YouTube, and LinkedIn, igniting online conversations that resonate with our audience.
- An affinity for science communication and storytelling is a significant advantage, with the ability to captivate audiences and translate complex concepts into accessible narratives (Senior profile requires 5+ years of experience).
- Ideally, have a background in science, technical writing, or public relations for events, allowing you to convey the essence of our work with precision and flair. For senior profile, we require experience of leading communication activities for EC funded projects.
- Excel in utilising various software programs, including Microsoft Office, Google Workspace, Canva (or similar), and Social media management tools.
- Embrace the thrill of frequent travel within the EU, expanding your horizons and building connections across borders.
- Possess a positive attitude and thirst for learning

### **Preferred Profile:**

The ideal candidate will check most (if not all) of these boxes:

- Flexibility is your middle name! You thrive in dynamic environments, effortlessly managing stressful situations and adapting to ad-hoc changes and requests.
- You possess a proactive and innovative mindset, always eager to explore new ideas and approaches to enhance our communication strategies.
- While you excel in teamwork, you also feel confident and empowered when working independently on specific tasks, taking ownership and delivering exceptional results.
- Your adaptability to different working styles and cultures complements your exceptional ability to collaborate effectively within a diverse and remote team environment.

### **Offer:**

- This opportunity is a full time position (40 hours a week), offered for a period of one year, with the possibility of renewal based on your satisfactory performance.
- Depending on experience, for an employee working in the Netherlands, gross salary for a full-time position will be in the range of €3,800 to €4,700 per month, with additional holiday allowance (8% annual gross) and end of year (5% annual gross) bonuses.
- You'll have the opportunity to work at the EGI Foundation office in Amsterdam or remotely, depending on your demonstrated experience and in accordance with the EGI Foundation's terms of employment. We value your flexibility and provide options that suit your circumstances.
- With a majority of our staff operating from various locations in Europe, we maintain payrolls in multiple countries. In line with this approach, specific contract terms are negotiated based on the employee's country of residence.
- Employees who are new to the Netherlands may be eligible for a special tax benefit, making your transition smoother and more rewarding.
- In the Netherlands, employees are entitled to 31 days of annual leave (pro rata). For employees residing in other countries, the specific number of leave days may vary depending on the applicable national labour law regulations.

- Join our vibrant communications team that embodies a strong team spirit. You'll be an integral part of an international organisation, collaborating closely with internal and external colleagues spread across Europe.

### **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: 21 July 2023
- Online interviews: late July / early August
- Decision: mid-August
- Expected starting date: September/October

### **To apply**

To apply, we invite you to send us the following three 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/resume (in PDF format), ideally max 2 pages.
- Create a short (maximum 1 minute) video introducing yourself and expressing why you would like to join our team. Feel free to showcase your creativity without any limitations. Please ensure that your video is submitted in one of the common video formats (MP4, MOV, or AVI) and does not exceed 10-50MB in file size. For naming consistency, please label your video as follows: 'Firstname\_Lastname\_CommunicationsVideo.mp4'. Share your video by using a file-sharing service of your choice.

Incomplete applications will not be considered.

Thank you for your interest!