



Open Vacancy at EUREGHA: Communication and Project Assistant

About EUREGHA

EUREGHA (European Regional and Local Health Authorities) is a European network of regional and local health authorities focused on public health. EUREGHA is the only European network that represents regional and local health authorities as a priority. EUREGHA's mission is to bring regional and local health authorities together, as a means to improve health policy in Europe. By doing so, EUREGHA establishes and promotes collaboration between its members, the Institutions of the European Union and with European health networks and organisations working with public health and health care.

For more information, please see our website: <http://www.euregha.net/>

Vacancy

EUREGHA is currently looking for a Communication and Project Assistant to the Secretariat in Brussels. The assistant will work closely with the Operations Manager in the daily coordination of the network's activities, including EUREGHA's participation in two European projects.

The main responsibilities and foreseen activities include:

- Communication tasks; writing articles, newsletters and press releases, managing EUREGHA's website and social media
- Monitoring and following up on EU health policy
- Participating in and reporting from health-related seminars and conferences on behalf of EUREGHA
- Assisting in organising events
- Support the coordination of EUREGHA's activities and liaising with members, EU institutions and other stakeholders
- All other tasks related to assisting the Operations Manager in managing the EUREGHA Secretariat and network activities.

Your profile

EUREGHA is looking for someone who has:

- Bachelor/Master degree in European studies, Political Science, Public Relations or Communication, Law, Interpretation and translation
- A great interest in the EU and in working in an international environment
- Excellent spoken and written English, other EU languages are also an advantage
- Excellent use of Social Media (Twitter, LinkedIn, Facebook, etc)
- Excellent use of Office Package (Word, Power Point, Excel etc.). Familiar with graphic programmes and content management system
- Strong organisational skills and the ability to work with multiple tasks at the same time
- Strong written and verbal communication skills
- Ability to work in a small team

EUREGHA Offers

A dynamic working environment with the opportunity to gain broad experience in a wide range of health policy issues, communication, event management and with the possibility to develop a broad network at EU level.

Closing date: Friday, 9 February 2018

Starting date: at the latest 1 March 2018

Please send your CV and cover letter to Valentina Polylas, Operations Manager of EUREGHA,
Valentina.polylas@euregha.net