

Open Vacancy at EUREGHA: Communications and Project Officer

About EUREGHA

European Regional and Local Health Authorities (EUREGHA) is a Brussels-based network with the mission to bring regional and local health authorities together to improve health policy in Europe. The network aims to strengthen policy collaboration between regional and local actors and the EU institutions. We establish and promote collaboration between our members, the institutions of the European Union and with pan European health networks and organisations working with public health and health care. EUREGHA is the network of reference for regional and local authorities in health-related issues and offers a wide range of services and opportunities of cooperation.

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

Job title: Communications and Project Officer

Starting date: 1 September 2021

Reports to: Director

Location: Rond-Point Robert Schuman 11, 1040, Brussels, Belgium

Purpose

The Communications and Project Officer will work closely with the Director in the daily coordination of the network's activities, including EUREGHA's participation in three EU-funded projects.

Tasks

The main responsibilities and foreseen activities include:

- **Communication tasks:**
 - Managing digital communications channels on a daily basis (EUREGHA website, Twitter, LinkedIn, Facebook accounts), developing relevant and interesting content and engaging with EUREGHA social media community;
 - Managing EUREGHA's bi-weekly info-flashes and newsletter in a consistent and timely manner;
 - Monitoring and following up on EU health policy developments and ensuring rapid dissemination;
 - Participating in and reporting on health-related seminars and conferences on behalf of EUREGHA;
 - Ensuring that EUREGHA's databases and mailing lists are maintained and up-to-date.
- **Project tasks**
 - Developing relevant and interesting content for projects, managing digital communications channels (website, Twitter and LinkedIn, etc)
 - Managing the project newsletter;
 - Assisting in organising events, General Assembly, Annual Conference, meetings of the Interregional Group on Health and Well-being of the European Committee of the Regions;
 - Supporting the coordination of EUREGHA's activities and liaising with members, EU institutions and other stakeholders;
 - All other tasks related to assisting the Director in managing the EUREGHA Secretariat and the network's activities.

Your profile

EUREGHA is looking for someone who has:

- 1-2 years of professional experience;
- Bachelor/Master degree in European studies, Political Science, Public Relations or Communication, Law, Interpretation and Translation Studies;
- Excellent spoken and written English, other EU languages are also an asset;
- Excellent use of Social Media (Twitter, LinkedIn, Facebook, etc) and demonstrable experience with developing social media campaigns;
- Excellent use of the Office Package (Word, Power Point, Excel, Outlook, etc.)
- The applicant should also be familiar with Mailchimp, graphic programmes (Canva) and Wordpress
- Strong organisational skills, initiative and follow-through, ability to work quickly, accurately and to carry out multiple tasks at the same time;
- Strong written and verbal communication skills;
- Ability to work in a small team;
- Knowledge of the EU's institutional structures and procedures is desirable;
- Experience in working in European networks or associations is desirable.

EUREGHA offers

- A full-time position (38hours/week) with a 1-year contract (possibility of renewal);
- Conditions are according to Belgian legislation including the legal ability to live and work in Belgium;
- 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