

JOB DESCRIPTION

JOB TITLE	ACCELERATE Marketing and Communication Coordinator
DEPARTMENT	ACCELERATE – Innovation in drug development for children and adolescents with cancer Workplace: Brussels

THE ORGANISATION	ACCELERATE International Multi-stakeholder organisation provides a transparent forum to discuss and address, in a timely fashion, overarching issues in the development of innovative anticancer medicines for children and adolescents with cancer. The ultimate goal is improvement in outcomes for children and adolescents with cancer. Patients and parents organisations, academic paediatric oncologists and haematologists, researchers, representatives from biopharma companies, regulatory networks and health technology assessment authorities are all equal members of ACCELERATE.
JOB OBJECTIVE	ACCELERATE is looking for a dynamic, skillful and autonomous expert in communications to join its office for a 1-year contract, renewable. The selected candidate will help ACCELERATE staff to define a marketing and fundraising strategy, as well as to manage communications, elaborating content and ensuring its meaningful and effective diffusion on different channels and supports, as well as provide support for event management and office tasks.
MAIN RESPONSIBILITIES	<p>Main tasks will include:</p> <p><u>Communication</u></p> <ul style="list-style-type: none"> • Development and implementation of a communication strategy for ACCELERATE • Production of written content (articles for the website, newsletters, etc..) • Social media management (messages, campaigns...) • Website management (duda), in liaison with the web host • Basic graphic design (Canva) and layouting • Preparation of documents, reports and presentations for relevant meetings • Coordination of the work of the Communication Committee • Contact Database management <p><u>Marketing</u></p> <ul style="list-style-type: none"> • Coordination of the development of a marketing and fundraising strategy to ensure sustainability of the platform • Implementation of the defined strategy <p><u>Event management</u></p> <ul style="list-style-type: none"> • Assist in the logistics of the event including registration, travel, accommodation, venue and catering; • Attend events as appropriate, including paediatric oncology drug development-related meetings and conferences as well as EU policy and networking-related events

<p>SKILL SPECIFICATIONS, PROFILE AND EXPERIENCE</p>	<ul style="list-style-type: none"> • Fluency in spoken and written English (other European languages would be an asset) • Professional experience in communications • Creativity and strong communication skills, both written and oral • IT skills and knowledge (particularly Adobe suite (ID, AI, PS), Duda, Videoconferencing, MS Office, Canva) • Interest in health and regulatory affairs • Ability to function efficiently in a multi-task work environment and prioritise • Profile demonstrating high degree of autonomy and self-initiative • Service mind-set • Desirable: <ul style="list-style-type: none"> ○ Experience in project management ○ Basic video editing skills ○ Experience with community management ○ Willing to travel on a limited scale
<p>DESCRIPTIONS OF THE RELATIONSHIPS</p>	<p>Reporting to the ACCELERATE Chair, CEO and Coordinator</p>
<p>EXTRA INFORMATION</p>	<p>Please email your CV and motivation letter to Mr. Andrea Demadonna to andrea.demadonna@accelerate-platform.org</p> <p>Deadline: 14 November 2021</p>
<p>CREATED ON</p>	<p>14 October 2021</p>