

JOB DESCRIPTION

JOB TITLE	Communication & Marketing Coordinator, European Society for Paediatric Oncology (SIOPE Europe)
JOB LEVEL	Coordinator, Full-time
DEPARTMENT	Communication & Marketing
LOCATION	Brussels (Hybrid)

JOB OBJECTIVE	The SIOPE Europe Communication & Marketing Coordinator is responsible for all internal and external communication including managing dissemination and roll-out of the communication strategy for several EU-funded projects as well dedicated campaigns.
MAIN RESPONSIBILITIES	<p>Main responsibilities for Communication & Marketing in SIOPE Europe:</p> <ul style="list-style-type: none"> ▪ Developing, leading and implementing the organization’s communication strategy including EU-funded projects ▪ Implementing digital marketing & communication plans to increase awareness ▪ Coordinating the development of marketing activities, including collateral ▪ Enhance profile of organisation through press releases, expert interviews etc. ▪ Inform and update the Paediatric Oncology community through regular electronic communication tools such as website, newsletters and other ▪ Development of Childhood Cancer Awareness Campaigns with various Stakeholders ▪ Seeking for communication opportunities for the organization

DESCRIPTIONS OF THE RELATIONSHIPS	<ul style="list-style-type: none"> ▪ Reporting to the Chief Executive Officer of SIOPE Europe ▪ Close collaboration with <ul style="list-style-type: none"> ▪ the SIOPE Europe Policy Department ▪ the SIOPE Europe Events & Marketing Coordinator ▪ the SIOPE Europe Grants & EU Project Coordinator ▪ the SIOPE President & Board Members
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SKILL SPECIFICATIONS	<ul style="list-style-type: none"> ▪ Excellent written and verbal communication skills including good editorial skills ▪ Good communicator with enthusiasm and convincing power ▪ Administrative and computer skills, including good knowledge of social media communication and web publishing
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	<ul style="list-style-type: none"> ▪ Service mind-set and multi-task oriented and well-organised ▪ Ability to take initiative, prioritise and work under set deadlines ▪ Ability to function accurately and efficiently in a multi-task work environment ▪ Ability to work independently and in a team ▪ Capacity to interact and build strong relations with a diverse/multi-cultural members/stakeholder/staff base.
PROFILE & EXPERIENCE	<ul style="list-style-type: none"> ▪ At least 3 years professional experience in communication, marketing, advocacy or association management related area ▪ Previous experience with European Commission Projects is advantageous ▪ Experience in rolling-out of EU and Media campaigns is an asset ▪ English mother tongue or equivalent - other European languages (French & Dutch or other) would be an asset ▪ Enthusiastic and innovative ▪ Willing to travel on a limited scale (within Europe)
UPDATED ON	23 May 2022
APPLICATION DEADLINE	30 June 2022