



Communication Manager

European Academy of Teachers in General Practice / Family Medicine (EURACT)

We are seeking a talented and dynamic communication manager to join our team. If you are a professional in promotion and communication strategies, experienced in web and social media, we would like to meet you. You will be part of a team responsible for developing and implementing communication initiatives to effectively engage with our individual members and organizations in collaboration. As a communication manager, you will play a crucial role in enhancing awareness among our members, promoting our work and activities, and fostering meaningful connections with the community of teachers in General Practice / Family Medicine.

About us

EURACT is a leading educational association dedicated to the promotion of study and education in the field of GP/FM in the countries that are affiliated with WONCA Europe, the academic and scientific society for GP/FM. EURACT is an independent association of individual members and organizations in collaboration. The official language of the Association is English.

About you

You have sufficient verbal and writing communication skills in English, and you can develop engaging content. You are adept at designing strategies and implementing plans for online and offline communication and promotion serving the aims of the association. You have proven work experience as a communication manager including launching community initiatives and relevant hands-on experience with social media management.

Responsibilities

Website: Curate, create compelling content, support content management and quality improvement of the website.

Social Media: Curate, create compelling content, support content management and development of social media presence, design and manage campaigns for tailored targets and events, community management and moderation, respond to comments and queries in a timely manner and engage with followers to cultivate a vibrant online community.

Newsletter and Print Material: Curate, support content collection, management and editing.

Communication and Collaboration: Monitor trends and analyze communication metrics to measure the effectiveness of campaigns and initiatives in collaborative platforms and shared project management, facilitate communication and support collaboration across all the entities of EURACT, including the EURACT Executive Board and Council, Secretariat and Member Services Committee, other Committees and workgroups, and with the Organizing and Scientific Committees for EURACT events including the EURACT Medical Education Conference.

Qualifications

Proven expertise in communication, promotion, or a related field.

Proven expertise/experience in the English language.

Proven experience in developing and executing communication and promotion strategies in a professional setting.

Excellent writing and editing skills with a keen eye for detail.
Creative thinker with the ability to generate innovative ideas.
Ability to manage projects with tight deadlines.

Employment

Status: Independent contractor, in regular contact with the EURACT EB and Secretariat.

Time: A minimum of 8 hours per month beginning (suggested date 1 July 2024).

Payment: Fee per hour, monthly payment.

Placement: Mainly distant/online, with on-place attendance for certain events after agreement.

Expenses: Reimbursement policy for expenses related to the execution of tasks.

Duration of Agreement: (Date)

Benefits: Be part of an international enthusiastic team.

Additional Clauses

Trial Month: There will be a trial month where cancellation of the contract is possible without any reason from our side.

Holiday Clause: To be discussed upon contract agreement.

Participation at Conference and Meetings: It will be up to the council to decide when it is necessary depending on the importance of the event.

How to apply

Please submit your resume and a cover letter outlining your relevant experience and why you are interested in joining our team.

Application Deadline: 11th June 2024

Contact: barbara.toplek@mf.uni-lj.si

EURACT's culture is one of collaboration, innovation, and continuous learning. We are committed to fostering a diverse, equitable, and inclusive workplace environment. We welcome candidates of all backgrounds to apply. Join us in making a positive impact in the field of education in General Practice/Family Medicine.