



EFA  
European Federation of Allergy and Airways Diseases Patients' Associations

is looking for full time (38h/week)  
**Communications Assistant** (m/x/f)  
to start in January 2020 (for a duration of minimum 6 months)

EFA is a vibrant alliance of European patients' organisations representing people with allergy, asthma and chronic obstructive pulmonary disease (COPD) at European level. EFA is dedicated to making Europe a place where people living with these diseases have access to best quality care, live uncompromised lives in a safe environment and are actively involved in all decisions influencing their health.

As EFA Communications Assistant, you will have the opportunity to work on EFA's communication and dissemination strategy, as well as to support EFA's work in the EU-institutional environment.

**Your main tasks are:**

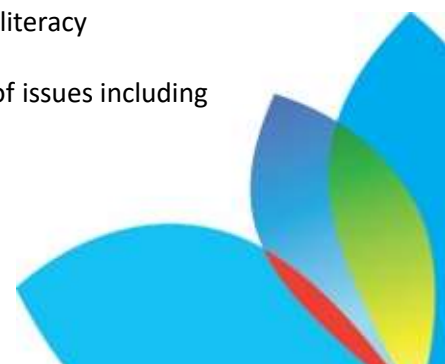
- To support the development and implementation of EFA's communication and social media strategies
- To support the creation, edition and management of EFA's communication tools in cooperation with the EFA secretariat, including but not limited to the EFA weekly communication, the quarterly newsletter, social media and marketing tools, EFA publications, our website and its content
- To support EFA's campaign work on the development of effective communication plans, tools and actions
- To support the creation and ensure consistent implementation of EFA branding
- To support in pro-active press & media outreach at both European level and member countries with tools supporting EFA members in cascading EFA messages
- To help implement communications in our diverse and interesting project portfolio and EU policy programme

As part of a small team, you will work closely on a wide range of topics including environment, healthcare and research, from a patient perspective.

If you would like to join our team, you should have the following experience and qualities:

**Essential:**

- ability to communicate in English and one additional European language, written and orally
- proven experience in drafting of publications, articles, brochures (ideally basic knowledge in working with external providers i.e. designer, printer etc.
- strong proof-reading and editing skills
- comprehensive knowledge of communication tools and CMS, high computer literacy
- basic knowledge of press work and PR on EU and national level
- analytical skills and an ability to analyse and process information on a range of issues including healthcare, environment and research to diverse audiences
- willingness to work in a small and highly international team
- availability for occasional travel



**Desirable:**

- interest in health policy, representing patients and advocating for their needs on a European and national level
- experience in the NGO field
- experience and/or good understanding of processes in and set-up of European institutions and EU-level policy making
- strong social media skills
- proven experience in creating digital content (video, podcast, etc)
- fluency in several EFA languages

The contract will be a Belgium “convention d’immersion professionnel”, including benefits, for a duration of minimum 6 months. Please apply by sending your CV, together with a cover letter and reference ‘EFA Communications and Policy Assistant’ by Sunday, 12th January 2020, as a comprehensive .pdf document to: [maximilian.kunisch@efanet.org](mailto:maximilian.kunisch@efanet.org).

Successful pre-screening candidates will be invited for an interview from January 15th to start as soon as possible. Find more information on [www.efanet.org](http://www.efanet.org) and follow us on social media. We look forward to receiving your application.

Please note that due to the large number of applications only short-listed candidates will be contacted.

