



Vacancy notice:
Communications Officer (f/m/x)
Part-time (25 hours/week)

Job Title: Communications Officer (part-time)

Location: Vienna, Austria

Starting date: January 15, 2024

About the EANM:

Founded in 1985, the European Association of Nuclear Medicine (EANM) is the largest medical organisation dedicated to nuclear medicine in Europe. With a strong focus on research, education, and collaboration, the EANM plays a pivotal role in shaping the future of nuclear medicine and improving patient care.

Job overview:

The EANM is seeking a highly skilled and motivated Communications Officer to join our dynamic team. The successful candidate will be working under the supervision of the Head of Communications. The Communications Officer will be responsible for overseeing the organisation's internal and external communications channels, managing the association's website, and enhancing the EANM's visibility in media outlets that are dedicated to the dissemination of medical knowledge.

Key responsibilities:

- Supporting the Head of Communications.
- Supervising the organisation's internal communications channels (e.g., drafting newsletters, coordinating transversal projects with other teams).
- Overseeing the association's social media channels whenever needed.
- Co-managing the association's website and enhancing its structure.
- Cultivating and maintaining strong relationships with media outlets and key press representatives.
- Monitoring and analysing media coverage and industry trends, providing regular reports and recommendations to enhance the organisation's media strategies.

Qualifications and skills:

- University degree in Communications, International Development, or any related field with at least 2 years of relevant professional experience (preferably in the healthcare, nuclear, international affairs or press sectors).
- Excellent command of both English and German.
- Excellent knowledge of WordPress.
- Capacity to produce content for LinkedIn, Facebook, Twitter, and Instagram.
- Exceptional interpersonal skills and capacity to build and maintain positive relationships with media professionals and key stakeholders.
- Ability to manage multiple priorities and meet tight deadlines.

- Affinity for teamwork in an international environment.
- Strong organisational skills.
- Proactivity and creativity.

Working conditions:

- International, friendly, and supportive team.
- Healthy balance between professional and personal life.
- Modern office in the heart of Vienna and possibility to partly work from home.
- Minimum gross salary of 1,700.- euros/month on a part-time basis (25 hours/week), paid 14 times/year. The actual salary will depend on the candidate's qualifications and experience.

Application process:

The EANM can only accept applications by EU citizens or non-EU citizens holding residence and employment permit in Austria.

To apply, please send to communications@eanm.org your resume, a cover letter, and if applicable, a sample documentation demonstrating your qualifications for this position (e.g., portfolio, visual design work, writing sample etc.) with the subject 'Application - EANM Communications Officer' before November 27, 13:00 CET.

Please note that the EANM will only process applications in English that include all the required documents.