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Project Manager/ Coordinator (publishing): communities and content

Location: Delft, the Netherlands

Contract: full-time, one-year contract

Salary: Negotiable

FEMS – Federation of European Microbiological Societies

We are FEMS, a pan-European scientific body campaigning to get science - and microbiology in particular - on the European agenda. Set up in 1974 to promote microbiology across Europe, today we are a growing coalition of 52 Member Societies from 37 countries. We bring together around 30,000 professional microbiologists who are exploring microbiology and working to translate that knowledge into impact on the ground, and we are working with similar organisations elsewhere to make our network global. We publish five microbiology journals and organize a biennial congress for microbiologists around the world. Our community can apply for fellowships, grants and/or support when organizing or attending meetings and we work together with these and other partners to track, promote and recognize excellence in microbiology.

Job Description

Our success lies in recruiting the right partners and contributors to our core activities in publishing, events, funding and communication. Communities range from specialist groups in emerging topics to advocacy groups promoting public policy. Individuals range from community-minded experts who lead our core projects, to early career scientists who are looking for new skills to help develop their career.

We are looking for a project manager/coordinator to lead our search for groups and individuals who want to share their cutting edge knowledge and mentoring experience. You work with professionals from all microbiology specialties ranging from basic research to applied and across all sectors – primarily academic, but also connecting with contacts in policy, business and education. You collaborate closely with an international team of professionals in publishing, events and communications reporting directly to our CEO. Travelling is an important part of the job.

BUILDING COMMUNITIES

Core responsibilities include:

- identifying and bringing in potential partners to contribute scientific content, curation and leadership to projects, journals and events
- leading the content development of our [incubator](#) – creating publishing opportunities for communities across microbiology
- recruiting people and bringing content to a new journal aimed at linking basic and applied science communities
- managing relationships with key contributors and communities
- developing/contributing to developing systems and processes to support this key area of work

Profile

As our ideal candidate, you:

- are an experienced commissioning editor or community builder with a passion for microbiology
- have a background in life sciences
- are experienced in working in an academic environment
- have a proactive attitude and strong communication skills
- use and expand your network to help us reach our project goals
- have an outgoing personality
- have excellent English speaking and writing skills
- have a keen eye for spotting opportunities
- have excellent organizing / time management / multi-tasking skills

Other qualifications

- eligible to live and work in Europe
- either living at a driving distance from Delft, the Netherlands, or willing to move there
- willing to travel

We offer

- an interesting, challenging job that allows you to advance your relationship management and commissioning skills
- competitive salary and benefits package

Application

Please send your CV and covering letter, including your salary expectations, **before Friday 15 December 2017** to carianne.buurmeijer@fems-microbiology.org. Please mention in your letter where you saw this advertisement. For more information, please contact [Carianne Buurmeijer](#).