

Science Communications Assistant



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Full time

Fixed term (12 months)

Closing Date: 5 April 2020



Federation of European
Microbiological Societies

Vacancy: Science Communications Assistant

Who we are and what we do

The Federation of European Microbiological Societies (FEMS) is a coalition of more than 50 Member Societies from 38 countries, a diverse network of 30,000 individual microbiologists. Our small international team is housed in our central office which is based in Delft, The Netherlands, but we work with hundreds of individual scientists, partners, and suppliers across the globe.

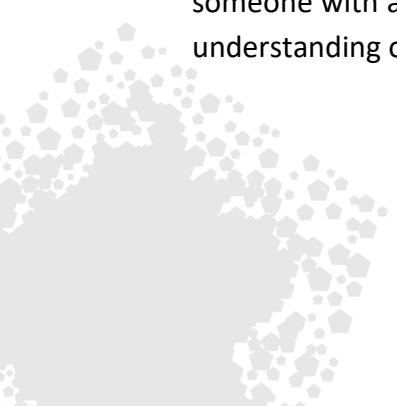
Our commitment is to help support microbiologists to do their work, promote the best in microbiological research and knowledge to the world, and bring microbiologists together to share that knowledge. We are growing our reach, network, and activities and so need an enthusiastic and hardworking Science Communications Assistant to expand our Communications team.

As a not-for-profit organization, we reinvest our revenues into supporting microbiologists throughout their career, publishing and promoting scientific research in our journals and organizing events to bring scientists together.

Science Communications Assistant role description

The Science Communications Assistant will contribute to a range of communication activities. These include regular internal and external communications across social and digital and print channels and promoting and publicizing activities of other members of the team and the wider organization. We aim to create an engaged community of researchers, scientists and academics connected with FEMS and increasing readership of and submissions to, the FEMS journal publications. These tasks will be overseen by the Science Communications Officer, and report directly to the Managing Director. The role requires the ability to work on your own initiative without supervision, to have the confidence to communicate with experts, members of the organization and mass audiences.

The Science Communications Assistant role would particularly suit a recent graduate in science communication or a science graduate looking to grow their skills in science communication. It is a role for an individual with a social media and digital media skillset, or someone with a strong interest, willing to learn these skills quickly on the job. It requires an understanding of the academic community and its culture, and good scientific literacy.



What the job requires from you:

- the day-to-day management of the social media channels of FEMS: scheduling posts, responding to and encouraging engagement, scanning for relevant information, and helping to create and commission social media content – also reviewing and reporting on social media analytics
- administering sections our website: editing and drafting webpages for new projects, events, articles, opportunities and activities - also reporting on page visits and website analytics
- helping to draft and distribute our newsletters
- fulfilment of print communication campaigns
- attending events around Europe to represent and promote FEMS
- liaising with Communication Officers in our Member Societies to build connections and collaborations
- contributing to the wider FEMS communication strategy and organizational discussions
- developing your skills in social media management, copy writing, graphic design, video production, and communication campaign delivery, as required

Essential requirements:

- right to work in EU
- scientifically literate (undergraduate degree in a STEM subject, preferably life sciences)
- excellent fluency in written and spoken English
- a good and open communicator able to manage relationships with people from many cultures, ages, backgrounds, nationalities, and perspectives
- familiarity with posting and marketing content to Facebook, Twitter, and Instagram
- a collaborative attitude
- proficient in the use of Microsoft Office software (Excel, Word, PowerPoint, Outlook)
- comfortable using numbers, statistics, and graphs
- willingness and aptitude to learn new skills, software, and knowledge on the go, and reflect on your own work and output regularly

Desirable skills:

- experience with the Adobe Creative Cloud Suite (InDesign, Illustrator, Premiere Pro, Photoshop, After Effects)
- experience with social media tools e.g. TweetDeck, Hootsuite, Buffer, Keyhole etc.
- familiarity with posting and marketing content to YouTube, LinkedIn (and Snapchat)
- experience with the backend of WordPress websites, or similar
- experience using Google Analytics

- data analysis skills
- experience in events communication, planning, and management

The benefits of working at FEMS

We are a positive and supportive organization and foster an atmosphere of inclusion and equal opportunities. We are keen to attract highly talented individuals from a diverse range of backgrounds and welcome applications from people of all experiences and promote family-friendly and flexible working practices. We work in a light, spacious and well-equipped office in Delft, The Netherlands easily reached by public transport from Leiden, Rotterdam, or the Hague and are a cycle friendly workplace: copious bike locking space, and shower facilities.

What we can offer you:

This role is for 36 hours per work week and the initial contract for this role is for 12 months from the commencement of employment and includes:

- Opportunity to grow and develop on the job, with plenty of training and support
- 8% annual holiday pay (due in May)
- 192 holiday hours per annum
- An employer that promotes family-friendly and flexible working practices.
- Travel costs to and from work (according to our terms and conditions)
- Generous pension plan (though this can be waived at the request of the employee)

Remuneration

This position will receive a gross monthly salary of between EUR 2315 and EUR 2544 per month, depending on experience.

How to apply

To apply please send a cover letter and CV to fems@fems-microbiology.org before the closing date **5 April 2020**. Your cover letter should include your reasons for applying and your relevant experience. Applications are invited from across Europe and assistance with travel or relocation is possible. Initial interviews will be via conference call and will not require travel to Delft.

