

Vacancy: Executive Officer (European Academy of Microbiology)

Who we are and what we do

The European Academy of Microbiology (EAM) recognizes scientists for outstanding contributions to microbiology and for microbiological expertise in the service of science and the public. The mission of the EAM is to amplify the impact and visibility of microbiology and microbiologists, promoting excellence in the field across Europe and globally. It fulfils its mission through connecting the most prestigious microbiologists via membership of the Academy and programmes, activities and communication with scientists, stakeholders and the public.

We are part of the Federation of European Microbiology Societies (FEMS) and together 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 expanding our network and activities and are seeking an enthusiastic and experienced Executive Officer to provide support to our members, improve our processes and grow our activities.

Executive Officer role description

The Executive Officer role has been created to provide support to the President, Secretary General and Executive Board of the European Academy of Microbiology; to connect and provide regular communications to our members informed; to promote the Academy via marketing and communications activities and help organize meetings of all members. The role is 0.5FTE (18 hours per week). The ideal candidate will have a background in microbiology and experience of social media and project management. The role involves working closely with the EAM President and Secretary General on a diverse range of activities and initiatives. The position is based in Delft, with other members of the FEMS team and will involve some international travel. The role will report to the Managing Director, but also requires the ability to work on your own initiative without supervision.

What the job requires from you:

- Acting as the main point of contact for EAM members and sending regular newsletter communications
- Working closely with the EAM President and Secretary General (located in a different country)
- Keeping the EAM website up to date, including records of members
- Supporting the governance processes of the EAM, including assisting with the election process of new members
- Organizing the logistics of EAM meetings
- Oversee the social media channels of the EAM, including producing metrics and suggestions for improvements

- Monitor and report on the budget and spend to date of the EAM
- Assist in representing the EAM at external events

Essential requirements:

- right to work in EU
- excellent fluency in written and spoken English
- relevant experience of an administrative or project management role
- background in life sciences, particularly microbiology
- a good and open communicator
- proficient in the use of Microsoft Office software (Excel, Word, PowerPoint, Outlook)
- willingness and aptitude to learn new skills, software, and knowledge on the go, and reflect on your own work and output regularly

Desirable skills:

- Data analysis skills
- Experience of social media management

The benefits of working at FEMS/EAM

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. This can be easily reached by public transport from Leiden, Rotterdam, or the Hague and we are a cycle friendly workplace with secure bike parking spaces and shower facilities.

What we can offer you:

This role is for 18 hours per week (0.5FTE) 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 (paid in May)
- 92 holiday hours per annum (equivalent to 12 days)
- 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?

European Academy of Microbiology, Delftechpark 37a, 2628 XJ Delft, The Netherlands
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This position will be graded depending on the experience of the successful candidate. We benchmark our positions against the Collective Labour Agreement of Dutch Universities and this position will receive a gross monthly salary of between EUR 1406 and EUR 1549 per month, depending on experience.

How to apply

To apply please send a cover letter and CV to fems@fems-microbiology-microbiology.org before the closing date **23 January 2022**. 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.

