



**EFA**  
European Federation of Allergy and Airways Diseases Patients' Associations

is looking for a part-time (50%)  
**Communications Assistant** (m/x/f)  
to start in April

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 with these diseases have the right to best quality of care and safe environment, live uncompromised lives and are actively involved in all decisions influencing their health.

As EFA Communications Assistant, you will work closely with EFA Communications Manager in planning and implementing our operational and project programmes as far as communications is concerned. You execute EFA's communication policy and dissemination strategy and systems and support the awareness raising and commitment to EFA's work amongst our members and external stakeholders.

**Your main tasks are:**

- To support the development and implementation of EFA's communication, dissemination and social media strategies
- To support the creation, edition and management of EFA's communication tools in cooperation with secretariat colleagues, including but not limited to EFA monthly newsletter, social media and marketing tools, EFA publications, website & its content, power-point for colleagues and board members
- To support EFA's campaign work on the development of effective communications plans, tools and actions
- To support the consistent implementation of EFA branding
- To support the organisation and management of EFA's information resources
- To support in pro-active press & media outreach at both European level and in member countries with tools to EFA members to cascade EFA message
- To support EFA Director of Strategy and Policy in developing policy documents for members and advocating needs of asthma, allergy and COPD patients in Europe

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.

You should have the following experience and qualities:

**Essential:**

- interest in health policy and representing patients
- ability to communicate well in writing and orally & work effectively in English (additional languages are a plus)
- experience in drafting of publications, articles, brochures, liaison with designer/printer
- strong proof reading and editing skills

- comprehensive knowledge of communications tools (Joomla obligatory) and techniques (CRMs), and computer literacy (word, excel, power-point, desk top publishing)
- knowledge of press and publicity work
- familiarity with video design
- 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 international team
- availability for occasional evening work and travel.

**Desirable:**

- experience in the NGO field
- experience and/or knowledge in EU policy
- knowledge of health issues & patient rights
- fluency in several EFA languages

The contract will be Belgium “contract immersion professionnel” contract, including benefits, for a duration of 6 months. Please apply sending your CV, together with a cover letter and reference ‘Communications Assistant’ by 15<sup>th</sup> March 2018, to: [isabel.proano@efanet.org](mailto:isabel.proano@efanet.org), EFA, 35, rue du Congrès, B-1000 Brussels.

Successful pre-screening candidates will be invited for an interview end-March. [www.efanet.org](http://www.efanet.org)  
Due to the large number of applications, EFA will not be able to reply to all non-selected applicants.