



European Federation of Allergy and Airways  
Diseases Patients' Associations

**EFA**

European Federation of Allergy and Airways Diseases Patients' Associations

is looking for a full-time  
**Communications Manager** (m/x/f)  
to start from 1<sup>st</sup> July 2019

EFA is a vibrant federation of 43 patients' organisations from 25 European countries. We represent the 200 million Europeans living with allergy, asthma and chronic obstructive pulmonary disease (COPD) in Europe and we advocate for positive change for allergy and airways diseases.

We are looking for a Communications Manager to cover a leave at EFA office starting July 2019.

As EFA Communications Manager, you will work closely with EFA leadership and Policy and Communications team, working to lead EFA's campaign #ShowLeadership and EFA's communication and dissemination strategy. **Your main tasks are:**

- To develop and implement EFA's press relations, communication, dissemination and social media strategies
- To create, edit and manage 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
- To support EFA's policy work with communications, campaign materials and messaging
- To devise EFA #ShowLeadership campaign communication activities, such as events, newsletters, and social media
- To execute and update EFA #ShowLeadership campaign planning, seek for opportunities, and inform EFA Members and supporter organisations accordingly
- To channel EFA projects work through the campaign branding, messaging and platform, such as the international awareness days or publications
- To support communications in the context of EU research funded projects

As part of a small team, you will work closely on a wide range of topics including environment, healthcare and research, from patient perspective.

You should have the following experience and qualities:

**Essential:**

- interest in health policy and representing patients
- sound experience in communications or campaigning (minimum 3 years)
- experience in drafting corporate communication materials such as publications, press releases, social media messages, web articles
- ability to communicate well in writing and orally & work effectively in English (additional languages are a plus)
- strong proof reading and editing skills as well as strong public speaking skills
- ability to manage a complex workload and to plan and prioritise

- 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:**

- advocacy experience
- experience in patient organisations or in other NGOs
- experience and/or knowledge in EU policy
- knowledge of health issues & patient rights

The Communications Manager will receive a 7-months Belgium standard contract including lunch coupons, local travel support, pension scheme and hospitalisation insurance, with a competitive salary based on candidate's experience. Extra time due to travel or busy period will be compensated by equivalent time off. EFA is an equal opportunities employer and embraces diversity.

Please apply by sending your CV, together with a cover letter and reference 'EFA Communications Manager' by 21<sup>st</sup> May 2019, 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 in the beginning of June. [www.efanet.org](http://www.efanet.org)