

## Communications Facilitator – Freelance Opportunity

- 4 hours/week, €8.000/year (depending on skills and experience)
- 12-month agreement initially as a freelancer, with a view to renewing beyond the first year for 8 hours/week
- Remote work, with occasional meetings during conferences in different European countries

## About WONCA Europe

WONCA Europe is the academic and scientific society for general practitioners / family doctors in Europe. It has 47 member organisations and represents more than 120.000 family physicians in Europe.

## Job Description

We are looking for one freelancer to act as coordination and communications facilitator within WONCA Europe and among its stakeholder organisations (networks, interest groups, member organisations). We are looking for a highly motivated freelancer, with a strong can-do attitude and positive mentality, to work four hours per week for the first year, with a view to extending the collaboration beyond (the required hours will then increase to eight per week). The facilitator will report to the WONCA Europe Executive Board and Communication Advisory Board.

### **What you will be doing:**

- Website curation: supporting content management and curation for the society's website; quality assessment and proposing new ways for improving the contents, taxonomy and user experience.
- Social media strategy: supporting the development of social media presence; posting news on Facebook and Twitter; curating and content management; campaigns creation for tailored targets and events; community management and moderation.
- Support of the newsletter production: including collection and organization of news, proofreading, copyediting, photo editing, and pagination.
- Coordination and facilitation: supporting communication across all the stakeholders of WONCA Europe; proposing strategies and actions to improve collaboration and synergies among the stakeholders, and supporting their implementation; monitoring trends in collaborative platforms and shared project management.
- Curating contacts: maintaining and updating a database of contacts.
- Collaborating with the WONCA Europe Communications Advisory Board, Conference Committee, and Secretariat.

## Desired Skills

- Background in medical writing;
- Fluency in English language (CEFR C1 level; or IELTS Academic band 7 and above; or equivalent TOEFL score in writing, reading and speaking; no certificate is necessary);

- Previous work on social media;
- Ability to post messages with multimedia content in a variety of social media & networks;
- Ability to manage and engage with online communities;
- Good knowledge of how to assess the work on social media (including KPIs such as the cost per user acquisition);
- Ability to use an image editor (such as Photoshop);
- Basic skills in vector & layout editing (vector editing such as, Illustrator; layout editing such as, InDesign) and ability & willingness to learn and improve his/her skills on such software.

**We are also looking for:**

- Excellent interpersonal skills;
- Excellent prioritising, time management and organisational skills;
- Proven leadership and team-building skills –previous work in coordination of groups is highly recommended;
- Openness to feedback.

## How to Apply

[Please apply here](#) with a CV and covering letter explaining why you are interested in this post and how your skills and experience make you suitable by 5<sup>th</sup> March 2018 the latest. Short-listed candidates will be invited for an online interview.